

SECTION 5. STOCK ACCOUNTING FUNCTION

5.1 Stock Accounting Function.

a. Use the Stock Accounting function to requisition, receipt for, transfer, and issue subsistence supplies. It interfaces with the Defense Supply Center Philadelphia (DSCP), dining facilities, and STANFINS. This function contains eight subfunctions and two exit options:

- (1) Direct Vendor Delivery (para 5.2).
- (2) Document History (para 5.3).
- (3) Requisitions (para 5.4).
- (4) Receipts (para 5.5).
- (5) Issues (para 5.6).
- (6) Blanket Purchase Agreement (para 5.7).
- (7) Reversal/Adjustment (para 5.8).
- (8) Transfers (para 5.9).

NOTE: Several of the processes in the Stock Accounting Section are no longer used or are used in limited capacity on a case-by-case basis at TISAs with STORES NT (DVD processes, Requisition processes, Receipt processes, Issue processes, Blanket Purchase Agreement processes, and Reversal/Adjustment processes). For STORES processing, see section 12 of this manual.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. To review the processes in Stock Accounting, select S from the TISA Command Menu (fig. 5.1-1).

TISA: Stock Financial Main Query & Rpts PhysInvy Loc'n BatchTISA eXit		
Enter 'S' for Stock Accounting Module		
DATE: 04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU	AJK-600
OPTION CODE	RING MENU SELECTION OPTIONS	
S	STOCK ACCOUNTING	
F	FINANCIAL ACCOUNTING	
M	FILES MAINTENANCE	
Q	REPORTS AND INQUIRIES	
P	PHYSICAL INVENTORY	
L	STORAGE LOCATION	
B	TISA BATCH PROCESSES	
X	SIGN OFF TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 5.1-1. TISA Command Menu Screen (AJK-600).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. The Stock Accounting Command Menu (fig. 5.1-2) is displayed.

STOCK ACCOUNTING: A B C D E F G H R X			
DVD command options			
DATE 24 JUL 92		STOCK ACCOUNTING COMMAND MENU	
AJK-610			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	DIRECT VENDOR DELIVERY	F -	BLANKET PURCHASE AGREEMENT
B -	DOCUMENT HISTORY	G -	REVERSAL/ADJUSTMENT
C -	REQUISITIONS	H -	TRANSFERS
D -	RECEIPTS	R -	RETURN TO TISA COMMAND MENU
E -	ISSUES	X -	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.1-2. Stock Accounting Command Menu Screen (AJK-610).

5.2 Direct Vendor Delivery Subfunction.

a. Use the Direct Vendor Delivery (DVD) subfunction to create requirement, obligation, and closing estimates. Use it to order, receipt, and account for DVD items delivered to customers and to the warehouse. You can run the DVD processes throughout the accounting month and the DVD Requirements Estimate process as needed.

- (1) Daily DVD Requirements (para 5.2.1).
- (2) Review and Adjust Customer Orders (para 5.2.2).
- (3) Create Customer and Vendor Orders (para 5.2.3).
- (4) Review Vendor Orders (para 5.2.4).
- (5) DVD Receipts and Issues (para 5.2.5).
- (6) Adjust Receipted Customer Orders (para 5.2.6).
- (7) Unreceipted Order Inquiry (para 5.2.8).
- (8) Initial DVD Obligation Estimate (para 5.2.9).
- (9) Review and Adjust DVD Obligation Estimate (para 5.2.10).
- (10) DVD Closing Obligation Estimate (end of month) (para 5.2.11).
- (11) DVD Requirements Estimate (para 5.2.12).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. To review the DVD processes, select A from the Stock Accounting Command Menu. The Direct Vendor Delivery Command Menu (fig. 5.2-1) is displayed.

DVD: A B C D E F N R X			
DAILY DVD REQUIREMENTS			
DATE: 10 APR 92		DIRECT VENDOR DELIVERY COMMAND MENU	
AJK-611			
OPTION	DESCRIPTION	OPTION	DESCRIPTION
CODE		CODE	
A -	DAILY DVD REQUIREMENTS	N -	NEXT SCREEN OF DVD PROCESSES
B -	REVIEW/ADJUST CUSTOMER ORDERS	R -	RETURN TO STOCK ACCOUNTING
C -	CREATE CUSTOMER AND VENDOR ORDERS		COMMAND MENU
D -	REVIEW VENDOR ORDERS	X -	EXIT FROM TISA PROCESSING
E -	DVD RECEIPTS AND ISSUES		
F -	ADJUST RECEIPTED CUSTOMER ORDERS		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.2-1. Direct Vendor Delivery Command Menu Screen (AJK-611).

c. The Direct Vendor Delivery Command Menu displays DVD processes. Use A thru F to process DVD requirements information. Use N to review the next screen of DVD processes (fig. 5.2-56). Use R to return to the TISA Stock Accounting Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

5.2.1 Daily DVD Requirements Process. Use this process to create daily DVD requirements for off-line customers, or for on-line customers that fail to enter requirements through the system on time.

5.2.1.1 Processing Restrictions. You must run the Initial DVD Obligation Estimate and DVD Requirements Estimate processes before you can create a daily DVD requirement.

5.2.1.2 Processing Materials. The Customer Information File Report (PCN AJK-CIF) and the Vendor Information File Report (PCN AJK-VIF) give you customer and vendor information. You must contact the SA to get copies of these reports.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.2.1.3 Daily DVD Requirements Screen AJK-736. To begin processing daily DVD requirements, select A from the Direct Vendor Delivery Command Menu. The Daily DVD Requirements Screen (fig. 5.2-2) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: 15 APR 92	DAILY DVD REQUIREMENTS	AJK-736
TO ESTABLISH A CUSTOMER REQUIREMENT, ENTER THE DVD DATA IN THE SPACES PROVIDED:		
CUSTOMER ID:YDF015		
REQUIRED DELIVERY DATE: 29 APR 92 DD MMM YY		
AND DVD CATEGORY: B		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc> Enter: B(Bakery), C(Beverages) or D(Dairy) and depress <ENTER>		

Figure 5.2-2. Daily DVD Requirements Screen (AJK-736).

- Enter a customer identification (ID) code and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.
- Enter the required delivery date (RDD) and press [ENTER]. The cursor moves to the DVD CATEGORY field.
- Enter a DVD category code (category codes are displayed at the bottom of your screen) and press [ESC]. The Daily DVD Requirements Screen AJK-737 is displayed.

NOTE: To interrupt processing throughout the Daily DVD Requirements process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.1.9 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

NOTE: When you create requirements for a charge sales customer, two messages are displayed: **THIS IS A CHARGE SALE CUSTOMER**; then, **A DOCUMENT NUMBER HAS NOT BEEN ENTERED FOR THIS CUSTOMER AND RDD**. The cursor moves to the DOCUMENT NUMBER field. The first six positions of the document number are displayed. Complete the document number and press [ESC].

5.2.1.4 Daily DVD Requirements Screen AJK-737. Use this screen (fig. 5.2-3) to enter required quantities for the category of DVD items you choose. The customer ID, name, RDD, and DVD category are displayed. An NSN/MCN, item name, unit of issue, and standard price are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the QUANTITY REQUIRED field for the first item.

DATE: 15 APR 92		DAILY DVD REQUIREMENTS		AJK-737																																														
CUSTOMER ID: YDF015		REQUIRED DELIVERY DATE: WED 29 APR 92																																																
CUSTOMER NAME: STUDENT BATTLION		DVD CATEGORY: BAKERY																																																
<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">NSN/MCN</th><th style="text-align: left;">ITEM NAME</th><th style="text-align: left;">U/I</th><th style="text-align: right;">STANDARD PRICE</th><th style="text-align: right;">QUANTITY REQUIRED</th></tr></thead><tbody><tr><td>8920-00-T53-5783</td><td>BREAD RYE 16 OZ</td><td>LF</td><td style="text-align: right;">\$ 0.80</td><td style="text-align: right;">50</td></tr><tr><td>8920-00-T53-5776</td><td>BREAD WHITE 16 OZ</td><td>LF</td><td style="text-align: right;">0.45</td><td style="text-align: right;">25</td></tr><tr><td>8920-00-T53-5776</td><td>BREAD WHITE 24 OZ</td><td>LF</td><td style="text-align: right;">0.59</td><td style="text-align: right;">10</td></tr><tr><td>8920-00-T53-5777</td><td>BREAD WHOLE WHEAT 16 OZ</td><td>LF</td><td style="text-align: right;">0.75</td><td style="text-align: right;">12</td></tr><tr><td>8920-00-T53-5780</td><td>BREAD WHOLE WHEAT 24 OZ</td><td>LF</td><td style="text-align: right;">1.08</td><td style="text-align: right;">12</td></tr><tr><td>8920-00-F16-0056</td><td>DONUT, MIXED</td><td>EA</td><td style="text-align: right;">0.25</td><td style="text-align: right;">10</td></tr><tr><td>8920-00-T16-0055</td><td>DONUTS CREAM/JELLY FILL</td><td>DZ</td><td style="text-align: right;">1.71</td><td style="text-align: right;">5</td></tr><tr><td>8920-00-T16-0054</td><td>DONUTS GLAZED</td><td>DZ</td><td style="text-align: right;">1.35</td><td style="text-align: right;">0</td></tr></tbody></table>						NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	8920-00-T53-5783	BREAD RYE 16 OZ	LF	\$ 0.80	50	8920-00-T53-5776	BREAD WHITE 16 OZ	LF	0.45	25	8920-00-T53-5776	BREAD WHITE 24 OZ	LF	0.59	10	8920-00-T53-5777	BREAD WHOLE WHEAT 16 OZ	LF	0.75	12	8920-00-T53-5780	BREAD WHOLE WHEAT 24 OZ	LF	1.08	12	8920-00-F16-0056	DONUT, MIXED	EA	0.25	10	8920-00-T16-0055	DONUTS CREAM/JELLY FILL	DZ	1.71	5	8920-00-T16-0054	DONUTS GLAZED	DZ	1.35	0
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED																																														
8920-00-T53-5783	BREAD RYE 16 OZ	LF	\$ 0.80	50																																														
8920-00-T53-5776	BREAD WHITE 16 OZ	LF	0.45	25																																														
8920-00-T53-5776	BREAD WHITE 24 OZ	LF	0.59	10																																														
8920-00-T53-5777	BREAD WHOLE WHEAT 16 OZ	LF	0.75	12																																														
8920-00-T53-5780	BREAD WHOLE WHEAT 24 OZ	LF	1.08	12																																														
8920-00-F16-0056	DONUT, MIXED	EA	0.25	10																																														
8920-00-T16-0055	DONUTS CREAM/JELLY FILL	DZ	1.71	5																																														
8920-00-T16-0054	DONUTS GLAZED	DZ	1.35	0																																														
ENTER THE QUANTITY REQUIRED WITHIN THE SPACE PROVIDED AND DEPRESS <ENTER> AFTER COMPLETING ALL DESIRED QUANTITY ENTRIES, DEPRESS <Esc>																																																		

Figure 5.2-3. Daily DVD Requirements Screen (AJK-737).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Enter a quantity and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] to move the cursor through the items by line.
- c. Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c until you choose all the items you want to order.
- e. When you finish your entries, press [ESC]. The Screen AJK-737 Options Ring Menu is displayed.

5.2.1.5 Screen AJK-737 Options Ring Menu. Use this ring menu (fig. 5.2-4) to adjust quantities, continue processing, save, or discard your entries and return to the Direct Vendor Delivery Command Menu.

SCREEN AJK-737 OPTIONS: READJUST CONTINUE SAVE & RETURN DISCARD & RETURN Re-adjust these requirements on Screen AJK-737

Figure 5.2-4. Screen AJK-737 Options Ring Menu.

- a. Select READJUST and the Daily DVD Requirements Screen AJK-737 is redisplayed with your entries. You can adjust quantities or enter quantities for items not chosen before.
- b. Select CONTINUE and the Daily DVD Requirements Screen AJK-738 is displayed with only the items you order.
- c. Select SAVE & RETURN and the items you order are written to a file as an incomplete requirement. Then, the Direct Vendor Delivery Command Menu is displayed.
- d. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. Your order is not saved.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.2.1.6 Daily DVD Requirements Screen AJK-738. Use this screen (fig. 5.2-5) to review and adjust the quantities you select in creating a customer requirement. The customer ID, name, RDD, and DVD Category are displayed. An NSN/MCN, item name, unit of issue, standard price, and quantity are displayed for each item. Six items can be displayed at a time. The cursor is positioned in the QUANTITY REQUIRED field for the first item.

DATE: 15 APR 92		DAILY DVD REQUIREMENTS		AJK-738	
CUSTOMER ID: YDF015		REQUIRED DELIVERY DATE:		WED 29 APR 92	
CUSTOMER NAME: STUDENT BATTLION		DVD CATEGORY:		BAKERY	
NSN/MCN	ITEM NAME	U/I	STANDRD PRICE	QUANTITY REQUIRED	EXTENDED PRICE
8920-00-T53-5773	BREAD ITALIAN 16 OZ	LF	\$ 0.70	24	\$ 16.80
8920-00-T53-5783	BREAD RYE 16 OZ	LF	0.80	50	40.00
8920-00-753-5776	BREAD WHITE 16 OZ	LF	0.45	25	11.25
8920-00-T53-5776	BREAD WHITE 24 OZ	LF	0.59	10	5.90
8920-00-T53-5777	BREAD WHOLE WHEAT 16 OZ	LF	0.75	12	9.00
8920-00-T53-5780	BREAD WHOLE WHEAT 24 OZ	LF	1.08	12	12.96
GRAND TOTAL EXTENDED PRICE					\$ 106.96
ADJUST REQUIREMENTS BY KEYING OVER EXISTING QUANTITIES AND DEPRESS <ENTER>					
AFTER COMPLETING ALL DESIRED QUANTITY ADJUSTMENTS, DEPRESS <Esc>					

Figure 5.2-5. Daily DVD Requirements Screen (AJK-738).

- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next field.
- b. Use the [RETURN] or ARROW keys to scroll forward and back through the list.
- c. Use the [F3] key to page forward and the [F4] key to page back.
- d. When you finish your entries, press [ESC]. The Screen AJK-738 Options Ring Menu (fig. 5.2-6) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.2.1.7 Screen AJK-738 Options Ring Menu. Use this ring menu (fig. 5.2-6) to commit the items as a customer requirement, save them to a file, or discard the list and return to the Direct Vendor Delivery Command Menu.

SCREEN AJK-738 OPTIONS: WRITE SAVE & RETURN DISCARD & RETURN Write requirements from entered line item quantities.

Figure 5.2-6. Screen AJK-738 Options Ring Menu.

- a. Select WRITE and all items with a value in the QUANTITY REQUIRED field are written to a file as a customer requirement. Then, the End of Process Options Ring Menu is displayed.
- b. Select SAVE & RETURN and all items with a value in the QUANTITY REQUIRED field are written to a file as an incomplete requirement. Then, the Direct Vendor Delivery Command Menu is displayed.
- c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. The order is not saved.

5.2.1.8 End of Process Options Ring Menu. Use this ring menu (fig. 5.2-7) to create another customer requirement or return to the Direct Vendor Delivery Command Menu.

END OF PROCESS OPTIONS: CREATE RETURN Create Another Daily DVD Requirement
--

Figure 5.2-7. End of Process Options Ring Menu.

- a. Select CREATE and the Daily DVD Requirements Screen AJK-736 is displayed. You can process requirements for another customer.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.1.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-8) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE STARTOVER RETURN X-Exit Ignore interrupt and continue normal processing on this screen.

Figure 5.2-8. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select STARTOVER and the Daily DVD Requirements Screen AJK-736 is displayed. You can enter information for the same customer or for a new one.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed. The order is not saved.
- d. Select X-Exit and the system login screen is displayed.

5.2.1.10 Outputs. No reports are printed during this process.

5.2.2 Review/Adjust Customer Orders Process. Use this process to review and adjust customer DVD orders that have been written to a file.

5.2.2.1 Processing Restrictions. This process can be run after the Daily DVD Requirements process or the Create Customer and Vendor Orders process. If run after the Daily DVD Requirements process, the customer DVD requirements can be reviewed and adjusted. If run after the Create Customer and Vendor Orders process, the customer DVD requirements can only be reviewed.

5.2.2.2 Processing Materials. Use the Customer Information File Report (PCN AJK-CIF) to get the customer information you need.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.2.2.3 Review and Adjust Customer Orders Screen AJK-771. To review and adjust customer orders, select B from the Direct Vendor Delivery Command Menu. The Review and Adjust Customer Orders Screen (fig. 5.2-9) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: 10 APR 92	REVIEW AND ADJUST CUSTOMER ORDERS	AJK-771
TO REVIEW AND/OR ADJUST A CUSTOMER REQUIREMENT/ORDER, ENTER THE DVD DATA IN THE SPACES PROVIDED:		
CUSTOMER ID: YDF002		
REQUIRED DELIVERY DATE: 18 APR 92 DD MMM YY		
DVD CATEGORY: D		
TO ACKNOWLEDGE COMPLETE DATA ENTRY, DEPRESS <Esc>		

Figure 5.2-9. Review and Adjust Customer Orders Screen (AJK-771).

- Enter a customer ID code and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.
- Enter the RDD and press [ENTER]. The cursor moves to the DVD CATEGORY field.
- Enter the category code (category codes are listed at the bottom of the screen) and press [ESC]. The following message is displayed: **Do you have authority to change this online Customer's requirement? (y,n).**

OR

- Press [ENTER] until the cursor moves back to the CUSTOMER ID field. You can re-enter data for this customer or enter data for a new one.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y and press [ESC]. The Review and Adjust Customer Order Screen AJK-772 (fig. 5.2-10) is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Do you wish to review Customer Requirements? (y,n).**

(a) Enter N and press [ESC]. The Review and Adjust Customer Orders Screen AJK-771 is redisplayed. You can re-enter data for the same customer or a new customer.

OR

(b) Enter Y and press [ESC]. The Review Customer Orders Screen AJK-773 is displayed. See paragraph 5.2.2.5 for processing instructions.

NOTE: To interrupt processing throughout the Review and Adjust Customer Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.2.7 for processing instructions.
--

AIS Manual 25-L37-AJK-ATT-EM-1 1 July 2001

5.2.2.4 Review and Adjust Customer Orders Screen AJK-772. Use this screen (fig. 5.2-10) to adjust DVD items for a customer requirement and specific RDD. The customer name and ID, delivery location, DVD category, and RDD are displayed. An NSN/MCN, item name, unit of issue, standard price, quantity required, and vendor order status are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the QUANTITY REQUIRED field for the first item.

DATE: 10 APR 92		REVIEW AND ADJUST CUSTOMER ORDERS			AJK-772	
CUSTOMER NAME: 266TH QM BN ACTIVE ARMY				CUSTOMER ID: YDF002		
DELIVERY LOCATION: P3700		DVD CATEGORY: DAIRY		RDD: WED 18 APR 92		
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	VENDOR ORDER PLACED	
8910-00-T03-5368	ICE CREAM FUDGESICLE	DZ	\$ 2.52	0	NO	
8910-00-T22-1139	MILK CHOC LOWFAT 5 GAL	GL	1.86	15	YES	
8910-00-T24-9044	I C CUPS VANILLA 4 OZ	DZ	2.40	0	NO	
8910-00-T24-9045	I C CUPS CHOC/STRAW 4 OZ	DZ	2.40	0	NO	
8910-00-T26-3406	CHEESE COTTAGE 5 LB	PG	4.55	4	YES	
8910-00-T26-4019	MILK BUTTERMILK 1/2 PT	CO	0.12	12	YES	
8910-00-T39-5775	ICE MILK MIX VAN 1/2 GAL	CO	1.48	12	YES	
8910-00-T43-5359	ICE CREAM POPSICLE	DZ	1.80	0	NO	
DEPRESS <Esc> WHEN DATA ENTRY IS COMPLETE						

Figure 5.2-10. Review and Adjust Customer Orders Screen (AJK-772).

a. To adjust order quantities, enter a new one over the old (except for those items where YES is displayed in the VENDOR ORDER PLACED column) and press [ENTER]. The cursor moves to the next item.

OR

b. Press [ENTER] to move the cursor to another item you want to order.

c. Use the [F3] key to page forward and the [F4] key to page back.

d. When you finish your entries, press [ESC]. The following message is displayed: **Do you wish to confirm Customer Requirements changes? (y,n).**

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y and press [ESC]. The database files are updated and the Review Customer Orders Screen AJK-773 is displayed with only items ordered.

OR

(2) Enter N and press [ESC]. The data is saved to a file and the Review Customer Orders Screen AJK-773 is displayed with only items ordered.

5.2.2.5 Review Customer Orders Screen AJK-773. Use this screen (fig. 5.2-11) to review DVD items for a customer order when you have an incomplete requirement or miss an RDD. The customer name and ID, delivery location, DVD category, and RDD are displayed. An NSN/MCN, item name, unit of issue, quantity required, and extended price are displayed for each item. Seven items can be displayed at a time. The cursor is positioned in the NSN/MCN field.

AFTER REVIEWING RECORDS, DEPRESS <Esc>						
DATE: 10 APR 92		REVIEW CUSTOMER ORDERS			AJK-773	
CUSTOMER NAME: 266TH QM BN ACTIVE ARMY				CUSTOMER ID: YDF002		
DELIVERY LOCATION: P3700		DVD CATEGORY: DAIRY		RDD: WED 18 APR 92		
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	EXTENDED PRICE	
8910-00-T03-5368	ICE CREAM FUDGESICLE	DZ	\$ 1.70	6	\$ 10.20	
8910-00-T24-9044	I C CUPS VALILLA 4 OZ	DZ	2.05	6	12.30	
8910-00-T24-9045	I C CUPS CHOC/STRAW 4 OZ	DZ	2.05	6	12.30	
8910-00-T43-5359	ICE CREAM POPSICLE	DZ	1.45	6	8.70	
8910-00-T43-5368	ICE CREAM BARS	DZ	1.94	6	11.64	
8910-00-T43-5385	ICE CREAM CONES	DZ	2.63	6	15.78	
8910-00-T43-5444	ICE CREAM SANDWICH	DZ	2.05	12	24.60	
GRAND TOTAL:					\$95.52	

Figure 5.2-11. Review Customer Orders Screen (AJK-773).

- a. You can review the customer requirements by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. An Options Ring Menu is displayed.

5.2.2.6 Options Ring Menu. This ring menu (fig. 5.2-12) is displayed after you finish reviewing customer orders on Screen AJK-773. You can make more adjustments, restart the process, return to the Direct Vendor Delivery Command Menu, or exit processing.

OPTIONS: Adjust-Again View-Another Return eXit
Re-adjust this Customer Order

Figure 5.2-12. Options Ring Menu.

- a. Select Adjust-Again and the Review and Adjust Customer Orders Screen AJK-772 is displayed. You can adjust your customer order again.
- b. Select View-Another and the Review and Adjust Customer Orders Screen AJK-771 is displayed. You can review another order.
- c. Select Return and the Direct Vendor Delivery Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.2.2.7 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-13) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START-OVER RETURN eXit
Ignore interrupt and continue normal processing on this screen.

Figure 5.2-13. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START-OVER and the Review and Adjust Customer Orders Screen AJK-771 is displayed.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.2.2.8 Outputs. No reports are printed during this process.

5.2.3 Create Customer and Vendor Orders Process. Use this process to create customer and vendor DVD orders and to print a copy of the requirements for them.

5.2.3.1 Processing Restrictions. Run this process after the Initial DVD Obligation Estimate and Daily DVD Requirements processes are complete.

5.2.3.2 Processing Materials. Use the Customer Information File Report (PCN AJK-CIF) and the Vendor Information File Report (PCN AJK-VIF) to get the customer and vendor information you need.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.3.3 Create DVD Customer and Vendor Orders Data Entry Screen AJK-739. To create customer and vendor orders, select C from the Direct Vendor Delivery Command Menu. The Create DVD Customer and Vendor Orders Data Entry Screen (fig. 5.2-14) is displayed. The cursor is positioned in the REQUIRED DELIVERY DATE field.

DATE: 15 APR 92	CREATE CUSTOMER AND VENDOR ORDERS	AJK-739
TO CREATE DVD CUSTOMER AND VENDOR ORDERS, ENTER THE DVD DATA:		
REQUIRED DELIVERY DATE: 29 APR 92 DD MMM YY		
DVD CATEGORY: B ENTER B FOR BAKERY, D FOR DAIRY, C FOR BEVERAGE		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		

Figure 5.2-14. Create DVD Customer and Vendor Orders Data Entry Screen (AJK-739).

a. Enter an RDD and press [ENTER]. The cursor moves to the DVD CATEGORY field. Category codes are displayed at the bottom of the screen.

NOTE: The required delivery date must be greater than or equal to the current date. Orders must be placed far enough in advance to satisfy the vendor's lead time requirements for the category you select.

b. Enter the DVD category and press [ENTER] until the cursor moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.

OR

c. Press [ESC] to continue processing.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) If complete requirements are not found for all DVD customers, the Create Customer and Vendor Orders Screen AJK-739 is displayed with those customers listed at the bottom of the screen. See paragraph 5.2.3.4 for processing instructions.

(2) If complete requirements are found, the information is gathered for these requirements and is displayed on the Create Customer and Vendor Orders - Vendor Recap Screen AJK-740. See paragraph 5.2.3.5 for processing instructions.

NOTE: To interrupt processing throughout the Create Customer and Vendor Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.3.9 for processing instructions.

5.2.3.4 Create Customer and Vendor Orders Screen AJK-739. Use this screen (fig. 5.2-15) to verify whether or not all DVD requirements are in the system before creating vendor orders. The cursor is positioned in the CUSTOMER column for the first customer.

DATE: 15 APR 92	CREATE CUSTOMER AND VENDOR ORDERS	AJK-739
TO CREATE DVD CUSTOMER AND VENDOR ORDERS, ENTER THE DVD DATA:		
REQUIRED DELIVERY DATE: 29 APR 92 DD MMM YY		
DVD CATEGORY: B ENTER B FOR BAKERY, D FOR DAIRY, C FOR BEVERAGE		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		
COMPLETED REQUIREMENTS NOT FOUND FOR:		
CUSTOMER	POINT OF CONTACT	PHONE
275TH QM BN ACTIVE ARMY	EMILY KELLY	732-6511
244TH QM BN ACTIVE ARMY	JAMES JACKSON	734-3127
266TH QM BN ACTIVE ARMY	UNAVAILABLE	734-5811
266TH QM BN ACTIVE ARMY	PEGGY STEINER	734-5811
TO PROCEED WITH VENDOR ORDERS, ENTER A 'C' [C] AND DEPRESS <Esc>		
TO ENTER ANOTHER RDD/DVD CATEGORY, DEPRESS <Esc> WITH NO ENTRY		

Figure 5.2-15. Create Customer and Vendor Orders Screen (AJK-739) - Completed Customer Requirement Information

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The CONFIRM OPTION field is displayed.
 - (1) Enter C to confirm and press [ESC]. The Create Customer and Vendor Orders - Vendor Order Recap Screen AJK-740 is displayed.

OR

- (2) Press [ESC] with no entry and the Create DVD Customer and Vendor Orders Data Entry Screen AJK-739 (fig. 5.2-14) is displayed. You can create another customer and vendor order.

5.2.3.5 Create Customer and Vendor Orders - Vendor Order Recap Screen AJK-740. Use this screen (fig. 5.2-16) to review the vendor order for the RDD and category you enter on Screen AJK-739. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW OF DISPLAYED DATA IS COMPLETE, DEPRESS <Esc>				
DATE: 15 APR 92		CREATE CUSTOMER AND VENDOR ORDERS		AJK-740
VENDOR ORDER RECAP				
CONTRACT NO: DLA13H-90-D-V083		RDD: WED 29 APR 92		
VENDOR NAME: INTERSTATE BRANDS - MERITA		VENDOR ID: MB1289		
ITEM NAME	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE
BREAD WHITE 16 OZ	LF	\$ 0.3500	132	46.20
ROLLS HAMBURGER 12PG	PG	0.6250	425	265.63
ROLLS HOT DOG 12 PK	PG	0.6200	225	139.50
ROLL SUBMARINE 6 PK	PG	0.7000	215	150.50
BREAD ITALIAN 16 OZ	LF	0.6000	250	150.00
ROLLS PARKERHOUSE 24 PK	PG	0.8100	150	121.50
BREAD WHITE 24 OZ	LF	0.5100	360	183.60
BREAD WHOLE WHEAT 24 OZ	LF	0.9900	130	128.70
VENDOR ORDER GRAND TOTAL EXTENDED PRICE				\$1,565.55

Figure 5.2-16. Create Customer and Vendor Orders - Vendor Order Recap Screen (AJK-740).

- a. This screen displays the contract number, RDD, vendor name, vendor ID code, item name, unit of issue, contract price, order quantity, extended price, and grand total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC]. The Order Options Ring Menu is displayed.

5.2.3.6 Order Options Ring Menu. Use this ring menu (fig. 5.2-17) to write the vendor order to a file or discard it.

ORDER OPTIONS: ESTABLISH VENDOR ORDER DISCARD VENDOR ORDER
LOCK Customer Requirements; PRINT the Customer and Vendor Order Documents

Figure 5.2-17. Order Options Ring Menu.

- a. Select ESTABLISH VENDOR ORDER and a series of messages is displayed while the customer requirement is written to a file. If the obligation estimate is exceeded for these items, the DVD Extract of Items Exceeding the Obligation Estimate Report (PCN AJK-ZS1) is printed. Then, the Options Ring Menu (fig. 5.2-19) is displayed.

OR

- b. Select DISCARD VENDOR ORDER to continue processing. The Create Customer and Vendor Orders Screen AJK-739 (fig. 5.2-14) is displayed.
 - (1) When you have more vendor orders to create for this RDD and category, the More Orders to View Ring Menu (fig. 5.2-18) is displayed.
 - (2) When all vendor orders are reviewed and processed, the Options Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.3.7 More Orders to View Ring Menu. Use this ring menu (fig. 5.2-18) to view the next vendor order, establish a new RDD/category, or return to the Direct Vendor Delivery Command Menu.

MORE ORDERS TO VIEW:	VIEW NEXT	NEW RDD/CATEGORY	RETURN
Enter a new RDD and category			

Figure 5.2-18. More Orders to View Ring Menu.

- a. Select VIEW NEXT and the Create Customer and Vendor Orders - Vendor Order Recap Screen AJK-740 is displayed for the next order.
- b. Select NEW RDD/CATEGORY and the Create Customer and Vendor Orders Data Entry Screen AJK-739 (fig. 5.2-14) is displayed. You can enter a new RDD and category.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.3.8 Options Ring Menu. This ring menu (fig. 5.2-19) is displayed when you complete the Create Customer and Vendor Order process.

OPTIONS:	PROCESS AGAIN	RETURN
ENTER ANOTHER RDD/DVD CATEGORY TO CREATE CUSTOMER & VENDOR ORDERS		

Figure 5.2-19. Options Ring Menu.

- a. Select PROCESS AGAIN and the Create Customer and Vendor Orders Data Entry Screen AJK-739 is displayed. You can process another RDD and DVD category.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.3.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-20) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN X-EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.2-20. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Create Customer and Vendor Orders Data Entry Screen AJK-739 (fig. 5.2-14) is displayed. You can restart this process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select X-EXIT and the system login screen is displayed.

5.2.3.10 Outputs.

a. The Direct Vendor Delivery Vendor Order Recap Report (PCN AJK-ZR1) and the Direct Vendor Delivery Customer Order Report (PCN AJK-ZR2) are printed during this process. The DVD Extract of Items Exceeding the Obligation Estimate Report (PCN AJK-Z51) can be printed. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92

DEST: Oct 94

5.2.4 Review Vendor Orders Process. Use this process to choose which vendor orders you want to review, and what review combination you want to use.

5.2.4.1 Processing Restrictions. You must run the Create Customer and Vendor Order process before you start this one.

5.2.4.2 Processing Materials. The Vendor Information File Report (PCN AJK-VIF) gives you the necessary vendor information.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.4.3 Review Vendor Orders-Review Types Screen AJK-765. To review vendor orders, select D from the Direct Vendor Delivery Command Menu. The Review Vendor Orders-Review Types Screen (fig. 5.2-21) is displayed.

REVIEW TYPES: A-VENDOR B-RDD C-CATEGORY D-VENDOR/RDD E-RDD/CAT R-RETURN			
Review Undelivered Vendor Orders by Vendor ID			
DATE: 10 APR 92		REVIEW VENDOR ORDERS AJK-765	
REVIEW TYPES			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	REVIEW BY VENDOR ID	R -	RETURN TO DVD COMMAND MENU
B -	REVIEW BY REQUIRED DELIVERY DATE		
C -	REVIEW BY DVD CATEGORY		
D -	REVIEW BY VENDOR ID AND REQUIRED DELIVERY DATE		
E -	REVIEW BY REQUIRED DELIVERY DATE AND DVD CATEGORY		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.2-21. Review Vendor Orders - Review Types Screen (AJK-765).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.4.3.1 Review by Vendor ID Option. Select A to display the Review Vendor Orders Screen (fig. 5.2-22). The cursor is positioned in the ENTER THE VENDOR ID field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<p>ENTER THE VENDOR ID: MM1289</p> <p>WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc></p> <p>Enter the 6-position Vendor ID of the Vendor whose order(s) you wish to review</p>		

Figure 5.2-22. Review Vendor Orders Screen (AJK-769) - Review by Vendor ID.

a. Enter a vendor ID code and press [ESC].

(1) If unreceipted orders exist for the vendor you enter, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 (fig. 5.2-23) is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED ORDERS FOR THIS VENDOR.** Then, the cursor moves back to the start of the ENTER THE VENDOR ID field.

OR

b. Press [ENTER] to move the cursor back to the beginning of that field. You can correct your entries.

NOTE: To interrupt processing throughout the Review Vendor Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.4.4 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.4.3.2 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-23) to review unreceipted vendor orders for the Vendor ID option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V032		VENDOR ID: MM1289			
VENDOR NAME: MARVA MAID DAIRY		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
CHEESE COTTAGE 5 LB	PG	\$ 4.5500	70	\$ 318.50	
CREAM LIGHT WHIP 1/2 PT	CO	0.7000	235	164.50	
CREAM SOUR 1/2 PT	CO	0.4700	360	169.20	
ICE MILK MIX CHOC 1/2 GAL	CO	1.5300	65	99.45	
ICE MILK MIX VAN 1/2 GAL	CO	1.4800	65	96.20	
MILK BUTTERMILK 1/2 PT	CO	0.1200	700	84.00	
MILK CHOC 1/2 PT	CO	0.1410	170	23.97	
MILK CHOC 5 GAL	GL	1.9400	35	67.90	
MILK CHOC LOFAT 1/2 PT	CO	0.1335	700	93.45	
VENDOR ORDER TOTAL EXTENDED PRICE				\$2,215.70	

Figure 5.2-23. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by Vendor ID.

- a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC].

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) If more vendor orders are found, the More Orders Ring Menu is displayed.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.3 More Orders Ring Menu. Use this ring menu (fig. 5.2-24) to view the next undelivered order, process another vendor, or return to the Direct Vendor Delivery Command Menu.

MORE ORDERS: NEXT VENDOR ORDER PROCESS ANOTHER RETURN
View the next undelivered Vendor Order

Figure 5.2-24. More Orders Ring Menu.

- a. Select NEXT VENDOR ORDER, and the next unreceipted order is displayed on the Review Vendor Orders - Vendor Order Recap Screen AJK-770 (fig. 5.2-23).
- b. Select PROCESS ANOTHER, and the Review Vendor Orders - Review Types Screen AJK-765 is displayed. You can select a new type of review.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.4.3.4 Options Ring Menu. Use this ring menu (fig. 5.2-25) to process another review type or return to the Direct Vendor Delivery Command Menu.

OPTIONS: PROCESS ANOTHER RETURN
Execute this review process again

Figure 5.2-25. Options Ring Menu.

- a. Select PROCESS ANOTHER, and the Review Vendor Orders - Review Types Screen AJK-765 is displayed. You can select a new type of review.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.4.3.5 Review by Required Delivery Date Option. Select B to display the Review Vendor Orders Screen (fig. 5.2-26). The cursor is positioned in the ENTER REQUIRED DELIVERY DATE field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<div style="display: flex; justify-content: space-between; margin-top: 100px;"><div>ENTER THE REQUIRED DELIVERY DATE</div><div>10 APR 92 DD MMM YY</div></div> <div style="text-align: center; margin-top: 100px;">WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc></div> <div>Enter the required delivery date of the vendor order(s) you wish to review</div>		

Figure 5.2-26. Review Vendor Orders Screen (AJK-769) - Review by Required Delivery Date.

a. Enter the required delivery date and press [ESC].

(1) If unreceipted orders exist for this RDD, the Review Vendor Orders -Vendor Order Recap Screen AJK-770 (fig. 5.2-27) is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED VENDOR ORDERS FOR THIS RDD**. Then, the cursor moves back to the start of the ENTER THE REQUIRED DELIVERY DATE field.

OR

b. Press [ENTER] to move the cursor back to the beginning of that field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.4.3.6 Review Vendor Orders - Vendor Order Recap Screen AJK- 770. Use this screen (fig. 5.2-27) to review unreceipted vendor orders for the Required Delivery Date option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V077		VENDOR ID: KK1289			
VENDOR NAME: KRISPY KREME DOUGHNUTS		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
DONUTS CREAM/JELLY FILL	DZ	\$ 1.5125	24	\$ 36.30	
DONUTS GLAZED	DZ	1.1700	24	28.08	
DONUTS PLAIN	DZ	1.3000	20	26.00	
PIE FRUIT FILL ASSTD 4 OZ	EA	0.2700	45	12.15	
VENDOR ORDER TOTAL EXTENDED PRICE					\$102.53

Figure 5.2-27. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Required Delivery Date Option.

- a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC].

(1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.7 Review by DVD Category Option. Select C to display the Review Vendor Orders Screen (fig. 5.2-28). The cursor is positioned in the ENTER THE DVD CATEGORY field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<div style="display: flex; justify-content: space-around; align-items: center;"><div>ENTER THE DVD CATEGORY</div><div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;">B</div></div>		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		
Enter B for Bakery, D for Dairy or C for Beverages		

Figure 5.2-28. Review Vendor Orders Screen (AJK-769) - Review by DVD Category.

a. Enter a DVD category code (category codes are displayed at the bottom of your screen) and press [ESC].

(1) If unreceipted orders exist for this DVD category, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 (fig. 5.2-29) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED VENDOR ORDERS FOR THIS DVD CATEGORY CODE**. Then, the cursor moves back to the start of the ENTER THE DVD CATEGORY CODE field.

OR

b. Press [ENTER] to move the cursor back to the beginning of that field. You can correct your entries.

5.2.4.3.8 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-29) to review unreceipted vendor orders for the DVD category option. The cursor is positioned in the ITEM NAME field.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V077		VENDOR ID: KK1289			
VENDOR NAME: KRISPY KREME DOUGHNUTS		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
DONUTS CREAM/JELLY FILL	DZ	\$ 1.5125	24	\$	36.30
DONUTS GLAZED	DZ	1.1700	24		28.08
DONUTS PLAIN	DZ	1.3000	20		26.00
PIE FRUIT FILL ASSTD 4 OZ	EA	0.2700	45		12.15
VENDOR ORDER TOTAL EXTENDED PRICE					\$102.53

Figure 5.2-29. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by DVD Category.

a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit price, contract price, quantity ordered, extended price, and total extended price.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC].

(1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.9 Review by Vendor ID and Required Delivery Date Option. Select D to display the Review Vendor Orders Screen (fig. 5.2-30). The cursor is positioned in the ENTER THE REQUIRED DELIVERY DATE field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
ENTER THE REQUIRED DELIVERY DATE	10 APR 92	
	DD MMM YY	
ENTER THE VENDOR ID:	MM1289	
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		

Figure 5.2-30. Review Vendor Orders Screen (AJK-769) - Review by Vendor ID and Required Delivery Date.

- a. Enter the RDD and press [ENTER]. The cursor moves to the ENTER VENDOR ID field.
- b. Enter a vendor ID code and press [ESC].

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) If unreceipted orders exist, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED ORDERS FOR THIS RDD AND VENDOR.** Then, the cursor moves back to the start of the ENTER THE REQUIRED DELIVERY DATE field.

OR

c. Press [ENTER] to move the cursor back to the ENTER THE REQUIRED DELIVERY DATE field. You can correct your entries.

5.2.4.3.10 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-31) to review unreceipted vendor orders for the RDD and Vendor ID option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V032		VENDOR ID: MM1289			
VENDOR NAME: MARVA MAID DAIRY		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
CHEESE COTTAGE 5 LB	PG	\$ 4.5500	70	\$ 318.50	
CREAM LIGHT WHIP 1/2 PT	CO	0.7000	235	164.50	
CREAM SOUR 1/2 PT	CO	0.4700	360	169.20	
ICE MILK MIX CHOC 1/2 GAL	CO	1.5300	65	99.45	
ICE MILK MIX VAN 1/2 GAL	CO	1.4800	65	96.20	
MILK BUTTERMILK 1/2 PT	CO	0.1200	700	84.00	
MILK CHOC 1/2 PT	CO	0.1410	170	23.97	
MILK CHOC 5 GAL	GL	1.9400	35	67.90	
MILK CHOC LOFAT 1/2 PT	CO	0.1335	700	93.45	
VENDOR ORDER TOTAL EXTENDED PRICE				\$2,215.70	

Figure 5.2-31. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by RDD and Vendor ID.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.

b. You can review this screen by using the following keys:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC].

(1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.11 Review by Required Delivery Date and DVD Category Option. Select E to display the Review Vendor Orders Screen (fig. 5.2-32). The cursor is positioned in the ENTER THE REQUIRED DELIVERY DATE field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<div style="text-align: center; margin-top: 20px;">ENTER THE REQUIRED DELIVERY DATE 10 APR 92 DD MMM YY</div> <div style="text-align: center; margin-top: 40px;">ENTER THE DVD CATEGORY: B</div> <div style="text-align: center; margin-top: 40px;">WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc></div>		

Figure 5.2-32. Review Vendor Orders Screen (AJK-769) - Review by Required Delivery Date and DVD Category.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Enter the RDD and press [ENTER]. The cursor moves to the ENTER THE DVD CATEGORY field.

b. Enter a DVD category code and press [ESC].

(1) If unreceipted orders exist for the RDD and DVD category you enter, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED VENDOR ORDERS FOR THIS RDD & DVD CATEGORY**. Then, the cursor moves back to the ENTER THE REQUIRED DELIVERY DATE field. You can correct your entries.

OR

c. Press [ENTER] to move the cursor back to the ENTER THE REQUIRED DELIVERY DATE field. You can correct your entries.

5.2.4.3.12 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-33) to review unreceipted vendor orders for the RDD and DVD category option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>				
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP		AJK-770
CONTRACT NO: DLA13H-90-D-V077		VENDOR ID: KK1289		
VENDOR NAME: KRISPY KREME DOUGHNUTS		RDD TUE 10 APR 92		
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE
DONUTS CREAM/JELLY FILL	DZ	\$ 1.5125	24	\$ 36.30
DONUTS GLAZED	DZ	1.1700	24	28.08
DONUTS PLAIN	DZ	1.3000	20	26.00
PIE FRUIT FILL ASSTD 4 OZ	EA	0.2700	45	12.15
VENDOR ORDER TOTAL EXTENDED PRICE				\$102.53

Figure 5.2-33. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by RDD and DVD Category.

- a. The screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC].
 - (1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.
 - (2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-34) to continue processing, restart the process, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE RESTART DISCARD & RETURN EXIT Ignore interrupt and continue normal processing on this screen
--

Figure 5.2-34. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select RESTART and you can begin this process again.
- c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.4.5 Outputs. No reports are printed during this process.

5.2.5 DVD Receipts and Issues Process. Use this process to receipt for items delivered to the warehouse for issue to off-line customers, as well as for items when no daily requirements are created (missed DVD requirements). When you process DVD issues for on-line customers, transactions are created for the dining facility account card and the inventory. This data is passed to the DFO during end-of-day batch processing.

5.2.5.1 Processing Restrictions. None.

5.2.5.2 Processing Materials. None.

5.2.5.3 Receipts and Issues Screen AJK-741. To process DVD receipts and issues, select E from the Direct Vendor Delivery Command Menu. The Receipts and Issues Screen is displayed. Use this screen (fig. 5.2-35) to enter data to receipt for a DVD customer and vendor order. The cursor is positioned in the REQUIRED DELIVERY DATE field.

DATE: 11 APR 92	RECEIPTS AND ISSUES	AJK-741
<p>TO PROCESS RECEIPTS OR CREATE A RECEIPTED ORDER, ENTER THE DVD DATA IN THE SPACES PROVIDED:</p> <p>REQUIRED DELIVERY DATE: 3 APR 92 DD MMM YY</p> <p>VENDOR ID: MB1289</p> <p>CUSTOMER ID: YDF004</p> <p>WHEN DATA ENTRY IS COMPLETED DEPRESS <Esc></p> <p>Enter the Customer Id and depress <ENTER></p>		

Figure 5.2-35. Receipts and Issues Screen (AJK-741).

- a. Enter an RDD (RDD cannot be greater than current date) and press [ENTER]. The cursor moves to the VENDOR ID field.
- b. Enter the vendor ID code and press [ENTER]. The cursor moves to the CUSTOMER ID field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. Enter the customer ID code and press [ESC].

OR

d. Press [ENTER] until cursor moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.

(1) When you have to create a customer receipt, a message is displayed: **ENTER A 'Y' TO CONFIRM THE CREATION OF A CUSTOMER RECEIPT ** FAILING TO DO SO WILL RESULT IN THE REDISPLAYING OF THE CURRENT SCREEN **** Enter Y to create the receipt. The Create Customer Receipt Ring Menu is displayed. See paragraph 5.2.5.12 for processing instructions.

NOTE: When you are creating a customer receipt and the vendor has been receipted for, the following message is displayed: **DO YOU WISH TO REVERSE THIS VENDOR RECEIPT? (Y OR N)**. You can choose to reverse the vendor receipt and continue processing by entering Y. See paragraph 5.2.5.12 for processing instructions.

OR

(2) When a customer order is on file, the Receipts and Issues Screen AJK-742 is displayed. See paragraph 5.2.5.4 for processing instructions.

(3) If you don't want to create the customer receipt, press [ESC] with no entry. A series of messages is displayed and the cursor moves back to the REQUIRED DELIVERY DATE field. You can restart the process.

NOTE: To interrupt processing throughout the DVD Receipts and Issues process, press [DELETE]. The Process Interrupt Ring is displayed. See paragraph 5.2.5.15 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1 1 July 2001

5.2.5.4 Receipts and Issues Screen AJK-742. Use this screen (fig. 5.2-36) to adjust the receipt quantity or zero items from the order. The customer ID code and name, delivery location, RDD, vendor ID code, and name are displayed. The item name, unit of issue, standard price, quantity required, quantity received, and extended price are displayed for each item. When you create a customer order, zeroes are displayed in the QUANTITY REQUIRED field. The cursor is positioned in the QUANTITY RECEIVED field for the first item.

DATE: 11 APR 92		RECEIPTS AND ISSUES			AJK-742	
CUSTOMER ID: YDF004		CUSTOMER NAME: 266TH QM BN ACTIVE ARMY				
DELIVERY LOCATION: P3024		RDD: TUE 03 APR 92				
VENDOR ID: MB1289		VENDOR NAME: INTERSTATE BRANDS - MERITA				
ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	QUANTITY RECEIVED	EXTENDED PRICE	
BREAD ITALIAN 16 OZ	LF	\$.60	10	10	\$ 6.00	
BREAD RYE 16 OZ	LF	.70	100	100	70.00	
BREAD WHITE 16 OZ	LF	.35	800	800	280.00	
BREAD WHITE 24 OZ	LF	.51	100	100	51.00	
ENGLISH MUFFINS 12 OZ	PG	.66	15	15	9.90	
ROLLS B&S 12 PK	PG	.44	15	15	6.60	
RECEIVED GRAND TOTAL EXTENDED PRICE:					\$494.60	
TO DELETE, ZERO OUT QUANTITY RECIEVED; TO CHANGE, KEY OVER QUANTITY VALUES.						
WHEN ENTRIES ARE COMPLETE DEPRESS <Esc>						

Figure 5.2-36. Receipts and Issues Screen (AJK-742) - Receipt Quantity Screen.

- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The extended price is adjusted and the cursor moves to the next item.
- b. Use the [ENTER] or ARROW keys to scroll forward and back through the list.

NOTE: When you enter zero to delete an item for a customer, the quantity is reduced on the Receipts and Issues - Vendor Order Recap Screen AJK-744 (fig. 5.2-45).

- c. Use the [F3] key to page forward and the [F4] key to page back.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

d. When you finish your entries, press [ESC]. The Receipt Customer Order Ring Menu is displayed. See paragraph 5.2.5.5 for processing instructions.

OR

e. Different messages can be displayed at the bottom of Screen AJK-742 depending on the ring menu options you select. When the confirm message is displayed, follow the steps listed below:

(1) Enter Y to confirm and press [ESC]. Another Receipt Customer Order Ring Menu is displayed. See paragraph 5.2.5.9 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the first item. You can correct your entries.

5.2.5.5 Receipt Customer Order Ring Menu. Use this ring menu (fig. 5.2-37) to review and adjust or add items to a customer order.

RECEIPT CUSTOMER ORDER: REVIEW/ADJUST ADD ITEMS
REVIEW/ADJUST QUANTITIES FOR THIS RECEIPT

Figure 5.2-37. Receipt Customer Order Ring Menu.

a. Select REVIEW/ADJUST and the Receipts and Issues Screen AJK-742 is displayed. You can adjust quantities received. See paragraph 5.2.5.4 for processing instructions.

b. Select ADD ITEMS and the Add Items Ring Menu is displayed. You can add items not included on the original order.

5.2.5.6 Add Items Ring Menu. Use this ring menu (fig. 5.2-38) to review the items, enter new items, or cancel the addition of items.

ADD ITEMS: VIEW ITEMS ENTER ITEMS CANCEL
Choose from among all items authorized for delivery by Vendor entered

Figure 5.2-38. Add Items Ring Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Select VIEW ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-783 is displayed. See paragraph 5.2.5.7 for processing instructions.
- b. Select ENTER ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-743 is displayed. See paragraph 5.2.5.8 for processing instructions.
- c. Select CANCEL and the Receipts and Issues Screen AJK-742 is displayed. You can review and adjust quantities received. See paragraph 5.2.5.4 for processing instructions.

5.2.5.7 Receipts and Issues - Add Items to Received Customer Screen AJK-783. Use this screen (fig. 5.2-39) to view and enter receipt quantities for items not originally ordered. The customer ID code and name, delivery location, RDD, vendor ID code, and name are displayed. An NSN/MCN, item name, unit of issue, and standard price are displayed for each item. A data entry field is displayed for the quantity received. The cursor is positioned in the QUANTITY RECEIVED field for the first item.

DATE: 11 APR 92		RECEIPTS AND ISSUES		AJK-783	
ADD ITEMS TO RECEIVED CUSTOMER					
CUSTOMER ID: YDF004		CUSTOMER NAME: 266TH QM BN ACTIVE ARMY			
DELIVERY LOCATION: P3024		RDD: TUE 10 APR 92			
VENDOR ID: MB1289		VENDOR NAME: INTERSTATE BRANDS - MERITA			
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY RECEIVED	
8920-00-T53-5770	ROLL SUBMARINE 6 PK	PG	\$ 0.70	20	
8920-00-T53-6172	ROLLS B&S 12 PK	PG	0.44	20	
8920-00-T53-5768	ROLLS HAMBURGER 12 PG	PG	0.63	20	
8920-00-T53-5769	ROLLS HOT DOG 12 PK	PG	0.62	20	
8920-00-T53-5775	ROLLS PARKERHOUSE 24 PK	PG	0.81	20	
TO CONFIRM ABOVE ENTRIES ENTER 'Y' AND DEPRESS <Esc>					
TO DISREGARD ABOVE ENTRIES, ENTER 'N' AND DEPRESS <Esc>					
Y					

Figure 5.2-39. Receipts and Issues - Add Items to Received Customer Screen (AJK-783).

- a. To add an item, enter a quantity and press [ENTER]. The cursor moves to the next item.
- b. Use [ENTER] or ARROW keys to scroll forward and back through the list.
- c. Use the [F3] key to page forward and the [F4] key to page back.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

d. When you finish your entries, press [ESC]. The ADD ITEMS MESSAGE is displayed.

(1) Enter Y to add items and press [ESC]. The Receipts and Issues Screen AJK-742 is displayed. See paragraph 5.2.5.4 for processing instructions.

OR

(2) Enter N and press [ESC]. The Receipts and Issues Screen AJK-741 is displayed. You can restart the process.

5.2.5.8 Receipts and Issues - Add Items to Received Customer Screen AJK-743. Use this screen (fig. 5.2-40) to enter TIINs and receipt quantities for items not included on the customer's original order. The cursor is positioned in the TIIN field.

DATE: 11 APR 92		RECEIPTS AND ISSUES		AJK-743	
ADD ITEMS TO RECEIVED CUSTOMER					
CUSTOMER ID: YDF004		CUSTOMER NAME: 266TH QM BN ACTIVE ARMY			
DELIVERY LOCATION: P3204		RDD: TUES 3 APR 92			
VENDOR ID: KK1290		VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION			
TIIN	QUANTITY RECEIVED	ITEM NAME	U/I	STANDARD PRICE	
T16-0055	50	DONUTS CREAM/JELLY FILL	DZ	\$	1.71
T16-0057	25	DONUTS PLAIN	DZ		1.49
ENTER/ADJUST TIIN AND CORRESPONDING QUANTITY RECEIVED AFTER ALL TIIN QUANTITY RECEIVED ENTRIES HAVE BEEN MADE, DEPRESS <Esc>					

Figure 5.2-40. Receipts and Issues - Add Items to Received Customer Screen (AJK-743).

a. Enter a TIIN and press [ENTER]. The item name, unit of issue, and standard price are displayed. Then, the cursor moves to the QUANTITY RECEIVED field.

b. Enter the receipt quantity and press [ENTER]. The cursor moves to the next TIIN field.

c. Repeat steps a and b until you finish adding items.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter Y to confirm and press [ESC]. The Receipts and Issues Screen AJK-742 is displayed. See paragraph 5.2.5.4 for processing instructions.

OR

(2) Enter N and press [ESC]. The Receipts and Issues Screen AJK-741 or 742 is displayed. You can restart or continue processing.

5.2.5.9 Receipt Customer Order Ring Menu. Use this ring menu (fig. 5.2-41) to write a customer receipt or add items to a receipt.

RECEIPT CUSTOMER ORDER: WRITE RECEIPT ADD ITEMS
WRITE CUSTOMER RECEIPT DATA TO FILES

Figure 5.2-41. Receipt Customer Order Ring Menu.

a. Select WRITE RECEIPT and the customer's receipt is written to the database file. Then, the Receipt Vendor Order Ring Menu is displayed.

(1) If there are no unreceipted customer orders for the RDD and vendor ID, the View Vendor Order Ring Menu is displayed. See paragraph 5.2.5.11 for processing instructions.

(2) If there is an unreceipted order for the RDD and vendor ID, the Receipts and Issues Screen AJK-741 is displayed. You can process another receipt.

b. Select ADD ITEMS and the Add Item Ring Menu is displayed. See paragraph 5.2.5.6 for processing instructions.

5.2.5.10 Receipt Vendor Order Ring Menu. Use this ring menu (fig. 5.2-42) to receipt for the vendor order, return to the Receipts and Issues Screen AJK-741, or return to the Direct Vendor Delivery Command Menu.

RECEIPT VENDOR ORDER: YES NO RETURN
RECEIPT THE VENDOR ORDER

Figure 5.2-42. Receipt Vendor Order Ring Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Select YES and the Receipts and Issues - Vendor Order Recap Screen AJK-744 is displayed. See paragraph 5.2.5.13 for processing instructions.
- b. Select NO and the Receipts and Issues Screen AJK-741 is displayed.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.5.11 View Vendor Order Ring Menu. Use this ring menu (fig. 5.2-43) to review a vendor order, restart the process, or return to the Direct Vendor Delivery Command Menu.

VIEW VENDOR ORDER: YES NO RETURN
VIEW THE VENDOR ORDER RECAP

Figure 5.2-43. View Vendor Order Ring Menu.

- a. Select YES and the Receipts and Issues - Vendor Order Recap Screen AJK-744 is displayed.
- b. Select NO and the Receipts and Issues Screen AJK-741 is displayed. You can process another receipt.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.5.12 Create Customer Receipt Ring Menu. Use this ring menu (fig. 5.2-44) to view items selected for receipt, enter new items, or cancel the customer order.

CREATE CUSTOMER RECEIPT: VIEW ITEMS ENTER ITEMS CANCEL
Choose from amount all items authorized for delivery by Vendor entered

Figure 5.2-44. Create Customer Receipt Ring Menu.

- a. Select VIEW ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-783 is displayed. See paragraph 5.2.5.7 for processing instructions.
- b. Select ENTER ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-743 is displayed. See paragraph 5.2.5.8 for processing instructions.
- c. Select CANCEL and the Receipts and Issues Screen AJK-741 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.5.13 Receipts and Issues - Vendor Order Recap Screen AJK-744. Use this screen (fig. 5.2-45) to review a recap of the vendor's order. The cursor is positioned in the ITEM NAME field for the first item.

DATE: 11 APR 92		RECEIPTS AND ISSUES			AJK-744
		VENDOR ORDER RECAP			
INSTALLATION: TISA					
CONTRACT NO: DLA13H-90-D-V083		RDD: TUE 03 APR 92			
VENDOR NAME: INTERSTATE BRANDS - MERITA		VENDOR ID: MB1289			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	QUANTITY RECEIVED	EXTENDED PRICE
BREAD ITALIAN 16 OZ	LF	\$.6000	10	10	\$ 6.00
BREAD RYE 16 OZ	LF	.7000	100	100	70.00
BREAD WHITE 16 OZ	LF	.3500	800	800	280.00
BREAD WHITE 24 OZ	LF	.5100	100	100	51.00
ENGLISH MUFFINS 12 OZ	PG	.6600	15	15	9.90
ROLLS B&S 12 PK	PG	.4400	15	15	6.60
ROLLS HAMBURGER 12 PG	PG	.6250	100	100	62.50
RECEIVED GRAND TOTAL EXTENDED PRICE:					\$494.10
DO YOU WANT TO RECEIPT THIS VENDOR (Y OR N)? WHEN FINISHED PRESS ESCAPE					
Y					

Figure 5.2-45. Receipts and Issues - Vendor Order Recap Screen (AJK-744).

a. This screen displays the installation, RDD, contract number, vendor ID code, vendor name, item name, unit of issue, contract price, quantity ordered, quantity received, extended price, and grand total extended price.

b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. When you finish your review, press [ESC]. The message: **DO YOU WANT TO RECEIPT THIS VENDOR (Y or N)?** is displayed.

(1) Enter Y and press [ESC]. A series of messages is displayed and the vendor order is confirmed. Then, the Terminate Process Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. The message: **THE VENDOR WAS NOT RECEIPTED** is displayed. Then, the Terminate Process Ring Menu is displayed.

5.2.5.14 Terminate Process Ring Menu. Use this ring menu (fig. 5.2-46) to stop processing after you view the Vendor's Recap Screen AJK-744 or return to the Direct Vendor Delivery Command Menu.

TERMINATE PROCESS: YES NO
TERMINATE THE DVD RECEIPTS & ISSUES PROCESS-RETURN TO DVD COMMAND MENU

Figure 5.2-46. Terminate Process Ring Menu.

- a. Select YES and the Direct Vendor Delivery Command Menu is displayed.
- b. Select NO and the Receipts and Issues Screen AJK-741 is displayed. You can process another receipt.

5.2.5.15 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-47) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE STARTOVER RETURN X-EXIT
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-47. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select STARTOVER and the Receipts and Issues Screen AJK-741 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed. The receipt is not processed.
- d. Select X-EXIT and the system login screen is displayed.

5.2.5.16 Outputs. No reports are printed during this process.

5.2.6 Adjust Receipted Customer Orders Process. Use this process to adjust a receipted customer order, after the DVD Receipts and Issues process is completed, or when errors are discovered after the delivery is made.

5.2.6.1 Processing Restrictions. This process can be run after the Create Customer and Vendor Orders process, but must be run before the DVD Closing Obligation Estimate process.

5.2.6.2 Processing Materials. The Customer Information File Report (PCN AJK-CIF) and the Vendor Information File Report (PCN AJK-VIF) give you the customer and vendor information. Use the signed delivery tickets from a customer to adjust an order.

5.2.6.3 Adjust Receipted Customer Orders Warning Screen. To begin the Adjust Receipted Customer Orders process, select F from the Direct Vendor Delivery Command Menu. The Adjust Receipted Customer Orders Warning Screen (fig. 5.2-48) is displayed.

```

# # #      ##      #####      #      #      ###      #      #      #####      ###      ##
# # #      # #      #      #      ##      #      #      ##      # #      ###      ##
# # #      #      #      #      #      #      #      #      #      #      #      ###      ##
# # #      #      #      #####      # #      #      #      #      #      #      #      #
# # #      #####      #      #      #      #      #      #      #      #      #
# # #      #      #      #      #      #      #      #      #      #      #      #      #
## ##      #      #      #      #      ##      ###      #      ##      #####      ###      ##

#####
#      THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES      #
#      IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT      #
#      THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE      #
#      TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS      #
#      PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.      #
#      PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM.      #
#####
  OPTION      OPTION DESCRIPTION
    1          CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
    2          CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

          ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

          OPTION:

```

Figure 5.2-48. Adjust Receipted Customer Orders Warning Screen.

a. This process locks database tables and causes other processes being run at the same time to abort. Check with other TISA operators before you start.

b. Select one of the following options and press [ENTER]:

(1) Select 1 and the Adjust Receipted Customer Orders Screen AJK-786 (fig. 5.2-49) is displayed.

(2) Select 2 and processing ends. The Direct Vendor Delivery Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.2.6.4 Adjust Receipted Customer Orders Screen AJK-786. Use this screen (fig. 5.2-49) to enter data for the receipted customer order you want to review and adjust. The cursor is positioned in the CUSTOMER ID field.

```
[
DATE:  [11 APR 92]          ADJUST RECEIPTED CUSTOMER ORDERS          AJK-786

                                CUSTOMER ID:[YDF004]

        REQUIRED DELIVERY DATE:  [ 3] [APR] [92]
                                DD   MMM   YY

                                VENDOR ID   :[MB1289]

                                [          ] [          ]

                                [ ] WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc> ]

                                                                [ ] ]
```

Figure 5.2-49. Adjust Receipted Customer Orders Screen (AJK-786).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.
- b. Enter the date of the receipt and press [ENTER]. The cursor moves to the VENDOR ID field.

NOTE: To adjust a receipted customer order, the RDD must be less than or equal to the present date.

- c. Enter a vendor ID code and press [ESC]. The Adjust Receipted Customer Orders Screen AJK-787 is displayed.

OR

- d. Press [ENTER] until the cursor moves back to the CUSTOMER ID field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

NOTE: To interrupt processing throughout the Adjust Receipted Customer Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.6.10.

5.2.6.5 Adjust Receipted Customer Orders Screen AJK-787. Use this screen (fig. 5.2-50) to review and adjust the reported quantities received by a customer. The customer name and ID code, vendor name and ID code, and RDD are displayed. The NSN/MCN, item name, unit of issue, standard price, and reported quantity received are displayed. A data entry field is displayed for the correct quantity received. The cursor is positioned in the CORRECT QUANTITY RECEIVED field for the first item. Nine items can be displayed at a time.

```

ENTER THE CORRECT QUANTITY RECEIVED IF THE REPORTED QUANTITY IS NOT CORRECT
  WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>
[
DATE:  [11 APR 92]          ADJUST RECEIPTED CUSTOMER ORDERS          AJK-787

CUSTOMER NAME:  [266TH QM BN ACTIVE ARMY ]          CUSTOMER ID:  [YDF004]
VENDOR NAME:   [INTERSTATE BRANDS - MERITA          VENDOR ID:   [MB1289]
RDD : [TUE] [03 APR 92
[           ]           ]

                                REPORTED    CORRECT
                                QUANTITY    QUANTITY
                                RECEIVED    RECEIVED
                                -----
      NSN/MCN      ITEM NAME      U/I      PRICE      RECEIVED      RECEIVED

[8920-00-T53-5773] [BREAD ITALIAN 16 OZ      ][LF]  $[  0.60][  10] [  12]
[8920-00-T53-5758] [BREAD RYE 16 OZ          ][LF]  [  0.70][ 100] [    ]
[8920-00-T53-5776] [BREAD WHITE 16 OZ          ][LF]  [  0.35][  800] [    ]
[8920-00-T53-5776] [BREAD WHITE 24 OZ          ][LF]  [  0.51][  100] [    ]
[8920-00-T93-4172] [ENGLISH MUFFINS 12 OZ          ][PG]  [  0.66][   15] [    ]
[8920-00-T53-6172] [ROLLS B&S 12 PK              ][PG]  [  0.44][   15] [    ]
[8920-00-T53-6172] [ROLLS HAMBURGER 12 PK          ][PG]  [  0.63][  100] [    ]
[8920-00-T53-5775] [ROLLS PARKERHOUSE 24 PK          ][PG]  [  0.81][   10] [    ]
[           ] [           ] [  ] [    ] [    ] [    ]
[           ] [           ] [  ] [    ] [    ] [    ]

```

Figure 5.2-50. Adjust Receipted Customer Orders Screen (AJK-787).

- a. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- b. You can review and adjust the receipt by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- c. Repeat steps a and b until you adjust all the items you want.
 - d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.
- (1) Enter Y to confirm and press [ESC]. The Adjust Received Customer Orders - Add Items to Receipted Order Screen AJK-785 is displayed.

OR

(2) Press [ESC] with no entry and the Options Ring Menu is displayed. See paragraph 5.2.6.7 for processing instructions.

5.2.6.6 Adjust Received Customer Orders - Add Items to Receipted Order Screen AJK-785.
Use this screen (fig. 5.2-51) to enter the TIINs and quantities for items you want to add to a customer order. The cursor is positioned in the TIIN field for the first item.

DEPRESS <Esc> WHEN DATA ENTRY IS COMPLETE					
[]					
DATE: [11 APR 92]		ADJUST RECEIPTED CUSTOMER ORDERS		AJK-785	
ADD ITEMS TO RECEIPTED ORDER					
CUSTOMER NAME: [266TH QM BN ACTIVE ARMY]			CUSTOMER ID: [YDF004]		
VENDOR NAME [INTERSTATE BRANDS - MERITA]			VENDOR ID: [MB1289]		
RDD: [TUE] [03 APR 92]					
[] []					
TIIN	QUANTITY RECEIVED	ITEM NAME	U/I	STANDARD PRICE	
[T16-0056]	[24]	[DONUT MIXED	[] [EA]	[\$[0.25]	
[T16-0057□]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[] [] []					
ENTER THE TIIN FOR A PROPER DVD ITEM AND DEPRESS <ENTER>					
VALIDATING TIIN ENTRY -- PLEASE WAIT					

Figure 5.2-51. Adjust Received Customer Orders - Add Items to Receipted Order Screen (AJK-785).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Enter a TIIN and press [ENTER]. The item name, unit of issue, and standard price are displayed. The cursor moves to the QUANTITY RECEIVED field.
- b. Enter the receipt quantity and press [ENTER]. The cursor moves to the next line.
- c. Repeat steps a and b until you add all the items you want.
- d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter Y to confirm and press [ESC]. The Adjust Receipted Orders Screen AJK-787 is displayed with new items at the end of the order. You can adjust your quantities again if necessary.

OR

(2) Press [ESC] with no entry. The Adjust Receipted Customer Orders Screen AJK-787 is displayed with the original items only. You can adjust your quantities again if necessary.

- e. Repeat steps b thru d to continue processing.

5.2.6.7 Options Ring Menu. This ring menu (fig. 5.2-52) is displayed when you adjust receipt quantities but do not confirm the entries.

OPTIONS: RE-ADJUST CONTINUE DISCARD & RETURN
Work done to this point is discard

Figure 5.2-52. Options Ring Menu.

- a. Select RE-ADJUST and the Adjust Receipted Customer Orders Screen AJK-787 is displayed. See paragraph 5.2.6.5 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

b. Select CONTINUE and the customer order grand total dollar amount is displayed on the Adjust Receipted Customer Orders Screen AJK-788 (fig. 5.2-53).

c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. No adjustments are made.

5.2.6.8 Adjust Receipted Customer Orders Screen AJK-788. Use this screen (fig. 5.2-53) to review a customer's receipted order. The cursor is positioned in the NSN/MCN field for the first item.

[]
DATE: [11 APR 92]		ADJUST RECEIPTED CUSTOMER ORDERS				AJK-788	
CUSTOMER NAME: [266TH QM BN ACTIVE ARMY]					CUSTOMER ID: [YDF004]		
VENDOR NAME:[INTERSTATE BRANDS - MERITA]					VENDOR ID: [MB1289]		
RDD:[TUE] [03 APR 92][][]							
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY RECEIVED	EXTENDED PRICE		
[8920-00-T53-5773]	[BREAD ITALIAN 16 OZ] [LF]	[\$[0.60]	[10]	[6.00]		
[8920-00-T53-5758]	[BREAD RYE 16 OZ] [LF]	[0.70]	[10]	[7.00]		
[8920-00-753-5776]	[BREAD WHITE 16 OZ] [LF]	[0.35]	[50]	[17.50]		
[8920-00-T53-5776]	[BREAD WHITE 24 OZ] [LF]	[0.51]	[5]	[2.25]		
[8920-00-T53-4172]	[ENGLISH MUFFINS 12 OZ] [PG]	[0.66]	[10]	[6.60]		
[8920-00-T53-6172]	[ROLLS B&S 12 PK] [PG]	[0.44]	[50]	[22.00]		
[8920-00-T53-6173]	[ROLLS HAMBURGER 12 PK] [PG]	[0.63]	[20]	[12.60]		
CUSTOMER ORDER GRAND TOTAL					[\$73.95]	

Figure 5.2-53. Adjust Receipted Customer Orders Screen (AJK-788).

a. This screen displays the customer name, customer ID code, vendor name, vendor ID code, RDD, NSN/MCN, item name, unit of issue, standard price, quantity received, extended price, and grand total dollar value.

b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC]. The End of Process Ring Menu is displayed.

5.2.6.9 End of Process Ring Menu. Use this ring menu (fig. 5.2-54) to continue processing or return to the Direct Vendor Delivery Command Menu.

END OF PROCESS: NEW CUSTOMER RETURN Adjust another Receipted Customer Order

Figure 5.2-54. End of Process Ring Menu.

a. Select NEW CUSTOMER and the Adjust Receipted Customer Orders Screen AJK-786 is displayed.

b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.6.10 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-55) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE RESTART DISCARD & RETURN EXIT Ignore interrupt and continue normal processing on this screen
--

Figure 5.2-55. Process Interrupt Ring Menu.

a. Select CONTINUE and you can continue processing on the same screen.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- b. Select RESTART and the Adjust Receipted Customer Orders Screen AJK-786 is displayed. You can begin this process again.
- c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. The order is not adjusted.
- d. Select EXIT and the system login screen is displayed.

5.2.6.11 Outputs. No reports are printed during this process.

5.2.7 Direct Vendor Delivery Command Menu Screen AJK-612.

- a. Use this screen (fig. 5.2-56) to select the remaining Direct Vendor Delivery processes. Use options G thru K to process DVD information. Use P to return to the previous Direct Vendor Delivery Command Menu. Use R to return to the Stock Accounting Command Menu and X to exit processing.
- b. To review the remaining DVD processes, select N from the Direct Vendor Delivery Command Menu Screen AJK-611. The Direct Vendor Delivery Command Menu Screen AJK-612 is displayed.

DVD: G H I J K P R X			
UNRECEIPTED ORDER INQUIRY			
DATE: 10 APR 92		DIRECT VENDOR DELIVERY COMMAND MENU (CONT'D)	
AJK-612			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
G -	UNRECEIPTED ORDER INQUIRY	P -	PREVIOUS SCREEN OF DVD PROCESSES
H -	INITIAL DVD OBLIGATION ESTIMATE	R -	RETURN TO STOCK ACCOUNTING COMMAND MENU
I -	REVIEW/ADJUST DVD OBLIGATION ESTIMATE	X -	EXIT FROM TISA PROCESSING
J -	CLOSING DVD OBLIGATION ESTIMATE		
K -	DVD REQUIREMENTS ESTIMATE		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.2-56. Direct Vendor Delivery Command Menu Screen (AJK-612).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.8 Unreceipted Order Inquiry Process. Use this process to query an unreceipted customer order by RDD, RDD and vendor ID, or RDD and DVD category.

5.2.8.1 Processing Restrictions. None.

5.2.8.2 Processing Materials. The Vendor Information File Report (PCN AJK-VIF) gives you vendor information.

5.2.8.3 Direct Vendor Delivery - Unreceipted Order Inquiry Screen AJK-809. To review unreceipted orders, select G from the Direct Vendor Delivery Command Menu. The Direct Vendor Delivery - Unreceipted Order Inquiry Screen (fig. 5.2-57) is displayed. Use this screen to enter the RDD, RDD and vendor ID, or RDD and DVD category. The RDD is a required entry for all inquiries. The cursor is positioned in the ENTER THE REQUIRED DELIVERY DATE field.

DATE: 11 APR 92	DIRECT VENDOR DELIVERY	AJK-809
UNRECEIPTED ORDER		
TO INQUIRE BY RDD:		
ENTER THE REQUIRED DELIVERY DATE: 10 APR 92		
(REQUIRED ENTRY) DD MMM YY		
TO INQUIRE BY RDD AND VENDOR:		
ENTER THE VENDOR ID:		
- OR -		
TO INQUIRE BY RDD AND DVD CATEGORY:		
ENTER THE DVD CATEGORY: B□		
TO ACKNOWLEDGE COMPLETE DATA ENTRY, DEPRESS <ESC>		
Enter the DVD Category: B for Bakery, D for Dairy, C for Beverages		

Figure 5.2-57. Direct Vendor Delivery Unreceipted Order Screen (AJK-809).

a. To review an unreceipted order by required delivery date, enter the RDD and press [ESC]. The Unreceipted Order Inquiry Screen AJK-810 is displayed. See paragraph 5.2.8.4 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. To review an unreceipted order by required delivery date and vendor ID, use the following steps:

(1) Enter the RDD and press [ENTER]. The cursor moves to the ENTER THE VENDOR ID field.

(2) Enter the vendor ID code and press [ESC]. The Unreceipted Order Inquiry Screen AJK-811 is displayed. See paragraph 5.2.8.5 for processing instructions.

c. To review an unreceipted order by required delivery date and DVD category, use the following steps:

(1) Enter the RDD and press [ENTER] until the cursor moves to the ENTER THE DVD CATEGORY field.

(2) Enter the DVD category (category codes are displayed at the bottom of the screen) and press [ESC]. The Unreceipted Order Inquiry Screen AJK-812 is displayed. See paragraph 5.2.8.6 for processing instructions.

NOTE: To interrupt processing throughout the Unreceipted Order Inquiry process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.8.9 for processing instructions.

5.2.8.4 Unreceipted Order Inquiry Screen AJK-810. Use this screen (fig. 5.2-58) to review an unreceipted customer order by RDD. The cursor is positioned in the CUSTOMER ID field for the first customer.

AFTER REVIEWING ALL RECORDS, DEPRESS <ESC>		
DATE: 11 APR 92	UNRECEIPTED ORDER INQUIRY	AJK-810
INQUIRY SELECTION: ALL UNRECEIPTED ORDERS - 10 APR 92		
DVD CATEGORY: DAIRY		
VENDOR: MARYLAND AND VIRGINIA MILK PRODUCERS		
VENDOR ID: MM0690		
CUSTOMER ID:		
YDF005		
YDF006		
YDF012		
W26QKQ		

Figure 5.2-58. Unreceipted Order Inquiry Screen (AJK-772).

- a. This screen displays the inquiry selection, DVD category, vendor name, vendor ID code, and customer ID code.
- b. You can review the screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC].

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) If unreceipted orders exist, the More Orders Ring Menu is displayed. See paragraph 5.2.8.5 for processing instructions.

(2) If there are no more unreceipted orders, the following message is displayed: **Do you wish to print this inquiry? Enter (Y, N) and press [ENTER].**

(a) Enter Y and press [ENTER]. The following message is displayed: **This Unreceipted Order Inquiry has been submitted for printing.** Then, the Options Ring Menu is displayed. See paragraph 5.2.8.6 for processing instructions.

OR

(b) Enter N and press [ENTER], the Options Ring Menu is displayed.

5.2.8.5 More Orders Ring Menu. This ring menu (fig. 5.2-59) is displayed when there are more unreceipted orders to review. You can review the other orders, restart the process, or return to the Direct Vendor Delivery Command Menu.

More Orders: View Next Inquire-Again Return Return to DVD Command Options Screen AJK-612

Figure 5.2-59. More Orders Ring Menu.

a. Select View Next and the next unreceipted order with a different vendor is displayed.

NOTE: When you choose the View Next option and the last unreceipted order is displayed, the message: Do you wish to print this inquiry? Enter (Y, N) and depress <ENTER>: is displayed. If you select Y or N, the Options Ring Menu is displayed. See paragraph 5.2.8.6 for processing instructions.
--

b. Select Inquire-Again, and the message: **Do you wish to print this inquiry? Enter (Y, N) and depress <ENTER>:** is displayed.

(1) Enter Y and press [ENTER]. The message: **This Unreceipted Order Inquiry has been submitted for printing** is displayed. Then, the Unreceipted Order Inquiry Screen AJK-809 is displayed. You can enter new inquiry data.

OR

(2) Enter N and press [ENTER]. The Unreceipted Order Inquiry Screen AJK-809 is displayed. You can enter new inquiry data.

c. Select Return, and the message: **Do you wish to print this inquiry? Enter (Y, N) and depress <ENTER>:** is displayed.

(1) Enter Y and press [ENTER]. The message: **This Unreceipted Order Inquiry has been submitted for printing** is displayed. Then, the Direct Vendor Delivery Command Menu is displayed.

OR

(2) Enter N and press [ENTER]. The Direct Vendor Delivery Command Menu is displayed.

5.2.8.6 Options Ring Menu. This ring menu (fig. 5.2-60) is displayed when you answer No to the message for a print request. You can process another inquiry or return to the Direct Vendor Delivery Command Menu.

Options: Inquire-Again Return Return to DVD Command Options Screen AJK-612
--

Figure 5.2-60. Options Ring Menu.

a. Select Inquire-Again and the Unreceipted Order Inquiry Screen AJK-809 is displayed. You can process another inquiry.

b. Select Return and the Direct Vendor Delivery Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.8.7 Unreceipted Order Inquiry Screen AJK-811. Use this screen (fig. 5.2-61) to review an unreceipted order by RDD and vendor ID. The cursor is positioned in the CUSTOMER ID field for the first customer.

AFTER REVIEWING ALL RECORDS, DEPRESS <Esc>		
DATE: 11 APR 92	UNRECEIPTED ORDER INQUIRY	AJK-811
INQUIRY SELECTION: UNRECEIPTED ORDERS - 10 APR 92		
VENDOR: INTERSTATE BRANDS - MERITA		
VENDOR ID: MB1289		
CUSTOMER ID:		
YDF002		
YDF003		
YDF004		
YDF005		
YDF007		
YDF009		
YDF010		
YDF012		
YLEFPR		

Figure 5.2-61. Unreceipted Order Inquiry Screen (AJK-811).

- a. This screen displays the inquiry selection, vendor name, vendor ID code, and customer ID code.
- b. The remaining processing steps for the inquiry by RDD and Vendor ID are the same as the inquiry by required delivery date. See paragraphs 5.2.8.4 thru 5.2.8.6 for processing steps to complete this inquiry.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.8.8 Unreceipted Order Inquiry Screen AJK-812. Use this screen (fig. 5.2-62) to review an unreceipted order by RDD and DVD category. The cursor is positioned in the CUSTOMER ID field for the first customer.

AFTER REVIEWING ALL RECORDS, DEPRESS <ESC>		
DATE: 11 APR 92	UNRECEIPTED ORDER INQUIRY	AJK-812
INQUIRY SELECTION: UNRECEIPTED ORDERS - 10 APR 92		
CATEGORY: BAKERY		
VENDOR: INTERSTATE BRANDS - MERITA		
VENDOR ID: MB1289		
CUSTOMER ID:		
W26QKQ		

Figure 5.2-62. Unreceipted Order Inquiry Screen (AJK-812).

- a. This screen displays the inquiry selection, DVD category, vendor name, vendor ID code, and customer ID code.
- b. The remaining processing steps for the inquiry by RDD and DVD Category are the same as the inquiry by required delivery date. See paragraphs 5.2.8.4 thru 5.2.8.6 for processing steps to complete this inquiry.

5.2.8.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-63) to continue processing, start over, return to the Direct Vendor Delivery Command Menu Screen, or exit processing.

PROCESS INTERRUPT: CONTINUE STARTOVER RETURN EXIT
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-63. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select STARTOVER and the Unreceipted Order Inquiry Screen AJK-809 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.2.8.10 Outputs.

- a. The Unreceipted Orders Inquiry Report (PCN AJK-OX1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

5.2.9 Initial DVD Obligation Estimate Process. Use this process to establish monthly DVD requirement estimates needed for the next accounting period. Obligation estimates must be processed for each vendor.

5.2.9.1 Processing Restrictions. The initial DVD obligation must be established before you can run DVD processes and before the next accounting period.

5.2.9.2 Processing Materials. The Vendor Information File Report (PCN AJK-VIF) gives you the necessary vendor information.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.9.3 Initial DVD Obligation Estimate Screen AJK-733. To process an initial DVD obligation estimate, select H from the Direct Vendor Delivery Command Menu. The Initial DVD Obligation Estimate Screen (fig.5.2-64) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: 10 APR 92	INITIAL DVD OBLIGATION ESTIMATE	AJK-733
VENDOR ID: MM1289		
ESTIMATE FROM DATE: 1 MAY 92 DD MMM YY		
ESTIMATE TO DATE: 31 MAY 92 DD MMM YY		
DEMAND MONTH <FOR REVIEW>: FEB MMM		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>		
Enter the past month whose demand is to be used as a basis -- Depress ENTER		

Figure 5.2-64. Initial DVD Obligation Estimate Screen (AJK-733).

- a. Enter a vendor ID code and press [ENTER]. The cursor moves to the ESTIMATE FROM DATE field.
- b. Enter the estimate From date and press [ENTER]. The cursor moves to the ESTIMATE TO DATE field.

NOTE: The From date must be greater than or equal to the current month and year and within the vendor's contract period. When the contract requires two payments, the From date must be the first day of the vendor's second payment period.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. Enter the estimate To date and press [ENTER]. The cursor moves to the DEMAND MONTH FOR REVIEW field.

d. Enter the demand month and press [ESC]. The Initial DVD Obligation Estimate Screen AJK-734 is displayed.

OR

e. Press [ENTER] until the cursor moves back to the VENDOR ID field. You can correct your entries.

NOTE: To interrupt processing throughout the Initial Obligation Estimate process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.9.8 for processing instructions.

5.2.9.4 Initial DVD Obligation Estimate Screen AJK-734. Use this screen (fig. 5.2-65) to designate items to be included on the initial obligation estimate and the estimated quantity for each.

a. The contract number, estimate period, vendor name, and ID code are displayed. The NSN/MCN, item name, unit of issue, demand month, and obligation estimate quantity are displayed for each item. The cursor is positioned in the OBL EST QUANTITY field for the first item.

DEPRESS <ESC> WHEN DATA ENTRY IS COMPLETE				
DATE: 10 APR 92		INITIAL DVD OBLIGATION ESTIMATE		AJK-734
CONTRACT NO: DLA13H-90-D-V032		ESTIMATE PERIOD: 01 MAY 92 - 31 MAY 92		
VENDOR NAME: MARVA MAID DAIRY		VENDOR ID: MM1289		
			FEB - 92	OBL EST
NSN/MCN	ITEM NAME	U/I	DEMAND	QUANTITY
8910-00-D84-6435	MILK WHITE 1/2 PT	CO	1342	1342
8910-00-T22-1136	MILK CHOC 1/2 PT	CO	800	800
8910-00-T22-1137	MILK CHOC 5 GAL	GL	15	15
8910-00-T22-1139	MILK CHOC LOWFAT 5 GAL	GL	1210	1210
8910-00-T26-3406	CHEESE COTTAGE 5 LB	PG	534	534
8910-00-T26-4019	MILK BUTTERMILK 1/2 PT	CO	1393	1393
8910-00-T39-5774	ICE MILK MIX CHOC 1/2 GAL	CO	1036	1036
8910-00-T39-5775	ICE MILK MIX VAN 1/2 GAL	CO	1756	1756
8910-00-T44-0530	CREAM LIGHT WHIP 1/2 PT	CO	0	0

Figure 5.2-65. Initial DVD Obligation Estimate Screen (AJK-734).

- b. To change an estimate quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next item.
- c. You can review and adjust quantities by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- OR
- d. Repeat steps b and c to choose and adjust all the quantities you want.

<p>NOTE: Any items with a zero in the OBL EST QUANTITY field are not included in the obligation estimate for that month.</p>
--

- e. When you finish your entries, press [ESC]. The Initial DVD Obligation Estimate Screen AJK-735 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.2.9.5 Initial DVD Obligation Estimate Screen AJK-735. Use this screen (fig. 5.2-66) to review and adjust the items you select for an obligation estimate.

a. This screen displays the contract number, estimate period, vendor name, vendor ID code, NSN/MCN, item name, unit of issue, contract price, obligation estimate quantity, extended price, and estimated grand total price. The cursor is positioned in the OBL EST QUANTITY field for the first item.

ENTER THE DESIRED QUANTITY IN THE OBL EST FIELD-DEPRESS <ENTER>						
DEPRESS <ESC> WHEN DATA ENTRY IS COMPLETE						
DATE: 10 APR 92		INITIAL DVD OBLIGATION ESTIMATE			AJK-735	
CONTRACT NO: DLA13H-90-D-V032		ESTIMATE PERIOD: 01 MAY 92 - 31 MAY 92				
VENDOR NAME MARVA MAID DAIRY		VENDOR ID: MM1289				
NSN/MCN	ITEM NAME	U/I	CONTRACT PRICE	OBL EST QUANTITY	EXTENDED PRICE	
8910-00-D84-6435	MILK WHITE 1/2 PT	CO	\$ 0.1390	1342	\$ 186.54	
8910-00-T22-1136	MILK CHOC 1/2 PT	CO	0.1410	800	112.80	
8910-00-T22-1137	MILK CHOC 5 GAL	GL	1.9400	15	29.10	
8910-00-T22-1139	MILK CHOC LOWFAT 5 GAL	GL	1.8600	1210	2,250.60	
8910-00-T26-3406	CHEESE COTTAGE 5 LB	PG	4.5500	534	2,429.70	
8910-00-T26-4019	MILK BUTTERMILK 1/2 PT	CO	0.1200	1393	167.16	
8910-00-T39-5774	ICE MILK MIX CHOC 1/2 GAL	CO	1.5300	1036	1,585.08	
8910-00-T39-5775	ICE MILK MIX VAN 1/2 GAL	CO	1.4800	1756	2,598.88	
8910-00-T44-1915	YOGURT ASSTD 1/2 PT	CO	0.4200	5142	2,159.92	
ESTIMATE GRAND TOTAL EXTENDED PRICE					\$22,031.92	

Figure 5.2-66. Initial DVD Obligation Estimate Screen (AJK-735).

- b. To change an estimate quantity, enter a new one over the old and press [ENTER]. The extended price for that item is adjusted and the cursor moves to the next item.
- c. You can review and adjust quantities by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. When you finish your entries, press [ESC]. The Options Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.9.6 Options Ring Menu. Use this ring menu (fig. 5.2-67) to adjust an obligation again, create the obligation, save the obligation and return to the Direct Vendor Delivery Command Menu, or discard the obligation and return to the Direct Vendor Delivery Command Menu.

OPTIONS: ADJUST AGAIN CREATE OBLIGATION SAVE & RETURN DISCARD & RETURN
Re-Adjust this DVD Obligation Estimate

Figure 5.2-67. Options Ring Menu.

a. Select **ADJUST AGAIN** and the Initial DVD Obligation Estimate Screen AJK-734 is displayed. You can make more adjustments.

b. Select **CREATE OBLIGATION** and the obligation is written to a file. The following message is displayed:

COMPLETED Obligation Estimate for Vendor MM0690
Estimate Period 01 May 92 - 31 May 92, TISA W26QKQ
has been successfully created/modified.

c. A print request message is displayed.

(1) Enter Y and press [ESC] to print the obligation. The SF 36 - Initial DVD Obligation Estimate is printed. Then, the Next Option Ring Menu is displayed. See paragraph 5.2.9.7 for processing instructions.

OR

(2) Enter N and a message is displayed: **THE SF 36 - INITIAL OBLIGATION ESTIMATE WILL NOT BE PRINTED !** Then, the Next Options Ring Menu is displayed.

d. Select **SAVE & RETURN** and the obligation is saved to a file. The Direct Vendor Delivery Command Menu is displayed.

e. Select **DISCARD & RETURN** and the Direct Vendor Delivery Command Menu is displayed. The obligation estimate is not saved.

5.2.9.7 Next Option Ring Menu. Use this ring menu (fig. 5.2-68) to process another obligation estimate or return to the Direct Vendor Delivery Command Menu.

NEXT OPTION: PROCESS ANOTHER RETURN Build or complete another DVD Obligation Estimate

Figure 5.2-68. Next Option Ring Menu.

- a. Select PROCESS ANOTHER and the Initial DVD Obligation Estimate Screen AJK-733 is displayed. You can process another obligation estimate.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.9.8 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-69) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN EXIT Ignore the interrupt and continue normal processing on this screen

Figure 5.2-69. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Initial DVD Obligation Estimate Screen AJK-733 is displayed.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.9.9 Outputs.

a. The SF 36 - Initial DVD Obligation Estimate Report (PCN AJK-ZH1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off the file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 94

5.2.10 Review/Adjust DVD Obligation Estimate Process. Use this process to review the obligation estimate for a specific period, and make adjustments when DVD receipts exceed the initial obligation estimate.

5.2.10.1 Processing Restrictions. When actual receipts exceed the initial DVD obligation, an adjustment must be made to increase the obligation, before closing the DVD obligation for the current accounting period.

5.2.10.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.10.3 Review and Adjust DVD Obligation Estimate Screen AJK-766. To review and adjust DVD obligation estimates, select I from the Direct Vendor Delivery Command Menu. The Review and Adjust DVD Obligation Estimate Screen (fig. 5.2-70) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: 15 FEB 93	REVIEW AND ADJUST DVD OBLIGATION ESTIMATE	AJK-766
DVD OBLIGATION ESTIMATE IDENTIFICATION DATA:		
VENDOR ID: KK0690		
ESTIMATE FROM DATE: 1 MAR 93 DD MMM YY		
ESTIMATE TO DATE: 31 MAR 93 DD MMM YY		
DEPRESS <Esc> TO SUBMIT DVD OBLIGATION ESTIMATE SELECTION OR USE <ENTER> OR ARROW KEYS TO CURSOR TO ENTRY FIELD FOR MODIFICATION		

Figure 5.2-70. Review and Adjust DVD Obligations Estimate Screen (AJK-766).

- a. Enter the vendor ID code and press [ENTER]. The cursor moves to the ESTIMATE FROM DATE field.
- b. Enter the estimate From date and press [ENTER]. The cursor moves to the ESTIMATE TO field.
- c. Enter the estimate To date and press [ESC]. The Review and Adjust DVD Obligation Estimate - Change the Current PIIN Screen AJK-784 is displayed.

OR

- d. Press [ENTER] until the cursor moves back to the VENDOR ID field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

NOTE: To interrupt processing throughout the Review and Adjust DVD Obligation Estimate process, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 5.2.10.8 for processing instructions.

5.2.10.4 Review and Adjust DVD Obligation Estimate - Change the Current PIIN Screen AJK-784. Use this screen (fig. 5.2-71) to change the assigned PIIN for a specific vendor and estimate period. The vendor ID code, name, and estimate is displayed for the month you enter on Screen AJK-766. The cursor is positioned in the PIIN field.

CONTRACTING OFFICE ASSIGNED <u>PARTIAL PIIN</u>	FISCAL <u>YEAR</u>	TYPE OF <u>CONTRACT</u>	VENDOR <u>CODE</u>
<div style="text-align: right;">AJK-784</div> <p>DATE: 15 FEB 93 REVIEW AND ADJUST DVD OBLIGATION ESTIMATE CHANGE THE CURRENT PIIN</p> <p>DVD OBLIGATION VENDOR ID: KK0690 ESTIMATE FOR VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION ESTIMATE PERIOD: FROM 01 MAR 93 TO 31 MAR 93</p> <p>CURRENT PIIN : DABT\$9-90-C-1111</p> <p style="text-align: center;">CAREFULLY KEY IN THE SERIAL PIIN IN THE SPACES BELOW AND PRESS ENTER</p> <p style="text-align: center;">PIIN: DAGTO - 90 - B-2222</p> <p style="text-align: center;">ENTER THE DATA IN THE SPACES PROVIDED AND DEPRESS <ENTER> IF YOU DO NOT WISH TO CHANGE PIIN, DEPRESS <Esc> WITH NO ENTRY TO PROCEED WITH THE ADJUSTMENT OF THE ABOUT DVD OBLIGATION ESTIMATE</p>			

Figure 5.2-71. Review and Adjust DVD Obligation Estimates - Change the Current PIIN Screen (AJK-784).

- a. To change the current PIIN, enter a new six-position PIIN over the old and the cursor moves to the FISCAL YEAR field.
- b. Enter the fiscal year and the cursor moves to the TYPE CONTRACT field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. Enter the type of contract and the cursor moves to the VENDOR ASSIGNED CODE field.

d. Enter the assigned four-position vendor code and press [ESC]. A series of messages is displayed. Then, the Adjust DVD Obligation Estimate Screen AJK-767 is displayed with the new PIIN. You can re-adjust your estimate quantities.

OR

e. Press [ESC] with no entry. The Adjust DVD obligation Estimate Screen AJK-767 is displayed with the original PIIN. You can re-adjust your estimate quantities.

5.2.10.5 Adjust DVD Obligation Estimate Screen AJK-767. Use this screen (fig. 5.2-72) to review and adjust your obligation estimate quantities. The vendor ID code and name, PIIN, estimate period, and contract number are displayed. The item name, unit of issue, obligation estimate quantity, quantity received to date, quantity on order, and total quantity are displayed for each item. The cursor is positioned in the OBL EST QTY field for the first item.

DATE: 15 FEB 93		ADJUST DVD OBLIGATION ESTIMATE			AJK-767	
VENDOR ID: KK0690		VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION				
PIIN: DABFTO-90-B-2222		ESTIMATE PERIOD: 01 MAR 93 TO 31 MAR 93				
CONTRACT NO: DAL13H-90-D-V660						
ITEM NAME	U/I	OBL EST QTY	QTY REC'D TO DATE	QTY ON ORDER	TOTAL QTY	
DONUTS CREAM/JELLY FILL	DZ	11000	0	418	418	
DONUTS GLAZED	DZ	20000	0	404	404	
DONUTS PLAIN	DZ	10000	0	346	346	
PIE FRUIT FILL ASSTD 4 OZ	EA	6000	0	220	220	
PRESS THE <Esc> KEY WHEN ENTRY IS COMPLETE ENTER <Y> TO CONFIRM CHANGES ==== Y <==== ENTER <N> TO DISCARD CHANGES						

Figure 5.2-72. Adjust DVD Obligation Estimate Screen (AJK-767).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. To adjust an obligation estimate, enter a new quantity over the old and press [ENTER]. The amount of the adjustment is displayed at the top of the screen. Then, the cursor moves to the next item.

b. Use the [ENTER] or ARROW keys to scroll forward and back through the list.

c. Use the [F3] key to page forward and [F4] to page back.

d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter Y to confirm and press [ESC]. A series of messages is displayed. Then, the Review DVD Obligation Estimate Screen AJK-768 is displayed with the adjusted cost of the estimate.

OR

(2) Enter N and press [ESC]. The changes are not saved. The Review DVD Obligation Estimate Screen AJK-768 is displayed with the cost of the original estimate.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.10.6 Review DVD Obligation Estimate Screen AJK-768. Use this screen (fig. 5.2-73) to review an obligation estimate for a particular vendor and estimate period. The cursor is positioned in the ITEM NAME field for the first item.

DATE: 15 FEB 93		REVIEW DVD OBLIGATION ESTIMATE		AJK-768	
VENDOR ID: KK0690		VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION			
PIIN: DABGTO-90-B-2222		ESTIMATE PERIOD: 01 MAR 93 31 MAR 93			
CONTRACT No: DAL13H-90-D-V660					
ITEM NAME	U/I	CONTRACT PRICE	ESTIMATE QUANTITY	EXTENDED PRICE	
DONUTS CREAM/JELLY FILL	DZ	\$ 1.6100	11000	\$17710.00	
DONUTS GLAZED	DZ	1.2500	20000	25000.00	
DONUTS PLAIN	DZ	1.3900	10000	13900.00	
PIE FRUIT FILL ASSTD 4 OZ	DZ	0.2900	6000	1740.00	
GRAND TOTAL EXTENDED PRICE				\$58350.00	
DEPRESS <Esc> TO CONTINUE					
ENTER <1> TO READJUST =====> 1 <===== ENTER <0> TO PROCEED TO MENU					

Figure 5.2-73. Review DVD Obligation Estimate Screen (AJK-768).

- a. The vendor ID code and name, partial PIIN, estimate period, and contract number are displayed. The item name, unit of issue, contract price, estimate quantity, extended price, and grand total extended price are displayed for the DVD obligation.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your review, press [ESC].

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) To readjust the estimate, enter 1 and press [ESC]. The Adjust DVD Obligation Estimate Screen AJK-767 is displayed with the original quantities.

OR

(2) Enter 0 and press [ESC]. The Continue Ring Menu is displayed.

5.2.10.7 Continue Ring Menu. Use this ring menu (fig. 5.2-74) to review another obligation estimate, return to the Direct Vendor Delivery Command Menu, or exit processing.

CONTINUE: Next Return Exit
Select The NEXT Obligation Estimate For Review

Figure 5.2-74. Continue Ring Menu.

a. Select Next and the Review and Adjust DVD Obligation Estimate Screen AJK-766 is displayed. You can select the next obligation estimate for review.

b. Select Return and the Direct Vendor Delivery Command Menu is displayed.

c. Select Exit and the system login screen is displayed.

5.2.10.8 Interrupt Ring Menu. Use this ring menu (fig. 5.2-75) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

INTERRUPT: Continue Startover Return Exit
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-75. Interrupt Ring Menu.

a. Select Continue and you can continue processing on the same screen.

b. Select Startover and the Review and Adjust DVD Obligation Estimate Screen AJK-766 is displayed. You can restart this process.

c. Select Return and the Direct Vendor Delivery Command Menu is displayed.

d. Select Exit and the system login screen is displayed.

5.2.10.9 Outputs. No reports are printed during this process.

5.2.11 Closing DVD Obligation Estimate Process. Use this process to close obligation estimates for the last accounting period.

5.2.11.1 Processing Restrictions. Receipt for all DVD requirements before you run this process. Run this process after the end-of-month run and before closing the VRGC.

5.2.11.2 Processing Materials. None.

5.2.11.3 DVD Closing Obligation Estimate Screen AJK-745. To close a DVD obligation estimate, select J from the Direct Vendor Delivery Command Menu. The DVD Closing Obligation Estimate Screen (fig. 5.2-76) is displayed. The cursor is positioned in the VENDOR ID field.

DATE 05 MAY 92	DVD CLOSING OBLIGATION ESTIMATE	AJK-745
SELECT DVD OBLIGATION ESTIMATE FOR CLOSING		
DVD OBLIGATION ESTIMATE FOR:VENDOR ID: MB1289		
PIIN: DABT59 - - -		
DEPRESS <Esc> TO SUBMIT DVD OBLIGATION ESTIMATE SELECTION OR		
USE <ENTER> OR ARROW KEYS TO CURSOR TO ENTRY FIELD FOR MODIFICATION		
ENTER THE 6-POSITION VENDOR ID		

Figure 5.2-76. DVD Closing Obligation Estimate Screen (AJK-745).

- a. Enter a vendor ID code and press [ENTER]. The cursor moves to the partially completed PIIN field.
- b. Enter the fiscal year and the cursor moves to the TYPE CONTRACT field.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

c. Enter the type of contract and the cursor moves to the VENDOR ASSIGNED CODE field.

d. Enter the vendor assigned code and press [ESC]. The DVD Closing Obligation Estimate Screen AJK-746 is displayed.

OR

e. Press [ENTER] until the cursor moves back to the VENDOR ID field. You can correct your entries.

NOTE: To interrupt processing throughout the Closing DVD Obligation Estimate process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.11.7 for processing instructions.

5.2.11.4 DVD Closing Obligation Estimate Screen AJK-746. Use this screen (fig. 5.2-77) to review the closing obligation estimate quantities and the grand total cost.

DATE: 05 MAY 92		DVD CLOSING OBLIGATION ESTIMATE				AJK-746	
VENDOR ID: MB1289		VENDOR NAME: INTERSTATE BRANDS - MERITA					
PIIN: DABT59-90-M-1288		CONTRACT NUMBER: DLA13H-90-D-V660					
ESTIMATE PERIOD: 01 APR 92 - 30 APR 92							
						DELIVERED	
CONTRACT		CONTRACT		EST	DEL	EXTENDED	
ITEM #	ITEM NAME	U/I	PRICE	QTY	QTY	PRICE	
1	BREAD WHITE 16 OZ	LF	\$ 0.4500	1340	319	\$	143.55
2	BREAD WHITE 24 OZ	LF	0.5900	8112	433		255.47
3	BREAD WHOLE WHEAT 16 OZ	LF	0.7500	12	434		325.50
4	BREAD RYE 16 OZ	LF	0.8000	900	653		522.40
5	BREAD ITALIAN 16 OZ	LF	0.7000	100	359		251.30
6	ENGLISH MUFFINS 12 OZ	PG	0.7600	400	660		501.60
7	ROLLS HOT DOG 12 PK	PG	0.7000	1700	237		165.90
						DELIVERED EXTENDED GRAND TOTAL	
						\$3052.78	
ORIGINAL STARFIARS ESTIMATE EXTENDED GRAND TOTAL							
						\$15155.33	
<Esc> TO CONTINUE				GRAND TOTAL DIFFERENCE		\$	-12102.55

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- b. You can review this screen by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC]. A confirmation message is displayed at the bottom of the screen. Select one of the following responses and press [ESC]:
- (1) Enter Y to confirm the closing. The system prepares transactions for STANFINS and updates the VRGC file. The DVD Closing Obligation Estimate Screen AJK-747 is displayed.

OR

- (2) If you don't want to close the obligation, enter N. The Continue Ring Menu is displayed. See paragraph 5.2.11.6 for processing instructions.

5.2.11.5 DVD Closing Obligation Estimate Screen AJK-747. Use this screen (fig. 5.2-78) to review the VRGC dollar value summary. This screen displays the VRGC number, vendor name, DVD perishable dollar value, and DVD semiperishable dollar value.

DATE: 05 MAY 92	DVD CLOSING OBLIGATION ESTIMATE	AJK-747
VRGC Summary Data		
VRGC NUMBER	VENDOR	
9	INTERSTATE BRANDS - MERITA	
DVD PERISHABLE	DVD SEMI-PERISHABLE	DVD TOTAL
\$ 3052.78	\$ 0.00	\$ 3052.78
DEPRESS <Esc> WHEN YOU HAVE FINISHED REVIEWING VRGC SUMMARY		

Figure 5.2-78. DVD Closing Obligation Estimate Screen (AJK-747).

- a. Use the [ENTER] or ARROW keys to move from one column to the next.
- b. When you finish your review, press [ESC]. The Continue Ring Menu is displayed.

5.2.11.6 Continue Ring Menu. Use this ring menu (fig. 5.2-79) to continue processing, return to the Direct Vendor Delivery Command Menu, or exit processing.

CONTINUE: Next Return Exit
Select The NEXT Obligation Estimate For Review

Figure 5.2-79. Continue Ring Menu.

- a. Select Next and the DVD Closing Obligation Estimate Screen AJK-745 is displayed. You can close another DVD obligation.
- b. Select Return and the Direct Vendor Delivery Command Menu is displayed.
- c. Select Exit and the system login screen is displayed.

5.2.11.7 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-80) to continue processing, restart the process, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN eXit
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-80. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the DVD Closing Obligation Estimate Screen AJK-745 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.2.11.8 Outputs.

a. The SF 36 - Closing DVD Obligation Estimate Report (PCN AJK-ZH2) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.2.12 DVD Requirements Estimate Process. Use this process to project the DVD items needed to support TISA customers for a 6-month period.

5.2.12.1 Processing Restrictions. Run this process during the last week of the accounting period. The DVD requirements estimate is run independently of all other DVD processes.

5.2.12.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.2.12.3 DVD Requirements Estimate Screen AJK-732. To project DVD requirements, select K from the Direct Vendor Delivery Command Menu. The DVD Requirements Estimate Screen (fig. 5.2-81) is displayed. The cursor is positioned in the DVD CATEGORY field.

DATE: 7 MAY 92	DVD REQUIREMENTS	AJK-732
DVD CATEGORY: B		
ESTIMATE PERIOD FROM DATE: JUN 92 MMM YY		
ESTIMATE PERIOD TO DATE: DEC 92 MMM YY		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>		

Figure 5.2-81. DVD Requirements Estimate Screen (AJK-732).

a. Enter a DVD category (category codes are displayed at the bottom of the screen) and press [ENTER]. The cursor moves to the ESTIMATE PERIOD FROM DATE field.

NOTE: The estimate period From date must be greater than the current month.

- b. Enter the month and press [ENTER]. The cursor moves to the calendar year field.
- c. Enter the calendar year and press [ENTER]. The cursor moves to the ESTIMATE PERIOD TO DATE field.
- d. Enter the month and press [ENTER]. The cursor moves to the calendar year field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

e. Enter the calendar year and press [ESC]. The following message is displayed: **DVD Requirements Estimate PCN AJK-ZB1 submitted for processing/printing**. Then, the Options Ring Menu is displayed.

OR

f. Press [ENTER] until the cursor moves back to the DVD CATEGORY field. You can correct your entries.

g. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 5.2.12.5 for processing instructions.

5.2.12.4 Options Ring Menu. Use this ring menu (fig. 5.2-82) to process another requirements estimate or return to the Direct Vendor Delivery Command Menu.

OPTIONS: PROCESS AGAIN RETURN
ENTER ANOTHER RDD/DVD CATEGORY TO CREATE CUSTOMER & VENDOR ORDERS

Figure 5.2-82. Options Ring Menu.

a. Select PROCESS AGAIN and the DVD Requirements Estimate Screen AJK-732 is displayed. You can process another requirements estimate.

b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.12.5 Interrupt Ring Menu. Use this ring menu (fig. 5.2-83) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

INTERRUPT: CONTINUE STARTOVER RETURN EXIT
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-83. Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on this screen.
- b. Select STARTOVER and the DVD Requirements Estimate Screen AJK-732 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.2.12.6 Outputs.

- a. The DVD Requirements Estimate Report (PCN AJK-ZB1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 94

5.3 Document History Subfunction.

- a. Use the Document History subfunction to maintain the Document History File and create requests for cancellations, process manager referrals, and create new status records. The following processes can be run in any order.
 - (1) Create a Cancellation Record (para 5.3.1).
 - (2) Create a New AE Status Record (para 5.3.2).
 - (3) Process Manager Referrals (para 5.3.3).
- b. To review the processes in Document History, select B from the Stock Accounting Command Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. The Document History Command Menu (fig. 5.3-1) is displayed. Use A, B, and C to process document history information. Use R to return to the Stock Accounting Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

DOCUMENT HISTORY: A B C R X	
Create a cancellation record	
DATE: 11 APR 92	AJK-621
DOCUMENT HISTORY COMMAND MENU	
OPTION CODE	DESCRIPTION
A	CREATE A CANCELLATION RECORD
B	CREATE A NEW AE STATUS RECORD
C	PROCESS MANAGER REFERRALS
D	DOCUMENT HISTORY INQUIRY
E	CREATE AN AMA/AM1 TRANSACTION
R	RETURN TO STOCK ACCOUNTING COMMAND MENU
X	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION THRU RING MENU SELECTION, OPTION CODE:	

Figure 5.3-1. Document History Command Menu Screen (AJK-621).

5.3.1 Create a Cancellation Record Process. Use this process to create requests for cancellation of requisition (DIC AC1) transactions.

5.3.1.1 Processing Restrictions. Before you can create a request for cancellation, the requisition must be created and released to DPSC. See paragraph 5.4 for requisition processing instructions.

5.3.1.2 Processing Materials. The Open Due-in Listing Report (PCN AJK-6J1) gives you information for requisitions due in to the TISA.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.3.1.3 Request for Cancellation Screen AJK-620. To create a request for cancellation, select A from the Document History Command Menu. The Request for Cancellation Screen (fig. 5.3-2) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 17 Jun 90		DOCUMENT HISTORY			AJK-620
REQUEST FOR CANCELLATION					
DOCUMENT NUMBER	CANCEL QTY	UPK QTY	NSN	DESCRIPTION	
W26QKQ -0158-0153	40	40	8905006558410	BEEF LIVER SLICED	
Building AC1 record(s) Please Wait					

Figure 5.3-2. Request For Cancellation Screen (AJK-620).

a. Enter a four-digit Julian date plus serial number and press [ENTER]. The unit pack quantity, NSN, and item description are displayed. The cursor moves to the CANCEL QTY field.

OR

b. Press [ENTER] with no entry to exit this process. The Document History Command Menu is displayed

NOTE: The quantities you choose to cancel for an item must be equal to the unit pack quantity or multiples of it. For example: 12, 24, 36, 48, 60, and 72.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

c. Enter the quantity you want to cancel and press [ENTER]. If the quantity is greater than the amount due-in the following messages are displayed: **Maximum quantity that can be cancelled = [800].** then, **Do you want a display of the document history for -doc_no [W26QKQ01580151] ? y/n.**

(1) Enter Y and the Request For Cancellation Screen AJK-620 (fig. 5.3-2.1) is redisplayed with additional information. The cursor is positioned in the DIC field of the first transaction.

OR

(2) Enter N and the cursor moves back to the DOCUMENT NUMBER field. You can enter another document number.

d. When you finish your cancellation entries, press [ENTER]. A series of messages is displayed and the cursor moves back to the DOCUMENT NUMBER field. You can enter another document number.

e. If you enter Y in response to the message in step c, the historical transactions for this document number are displayed. You can review the document identifier, demand, and advice codes, NSN, unit of issue, requisition quantity, quantity received, quantity due-in, RDD, and date of last activity.

DATE: 17 Jun 90			DOCUMENT HISTORY						AJK-620	
REQUEST FOR CANCELLATION										
DOCUMENT NUMBER			CANCEL QTY	UPK QTY	NSN			DESCRIPTION		
W26QKQ -0158-0152				40	8905006558410			BEEF LIVER SLICED		
DIC	DMD	ADV	NSN	UI	QTY	QTY	QTY	DATE		
	CDE	CDE			REQN	RECD	DUEIN	RDD	LAST-ACTV	
A0A	R		8905006558410	LB	80	0	80	06/07/90	06/17/90	
AC1	R		8905006558410	LB	40	0	80	06/07/90	06/17/90	
AC1	R		8905006558410	LB	40	0	80	06/07/90	06/17/90	
ATA	R		8905006558410	LB	80	0	80	06/07/90	03/16/90	
Hit the <Escape> key when you are done viewing the dhf display										

Figure 5.3-2.1. Request For Cancellation Screen (AJK-620) - History of Transactions.

f. Use the [ENTER] or ARROW keys to scroll forward and back by line.

g. When you finish your review, press [ESC]. The screen is cleared and the cursor moves back to the partially completed DOCUMENT NUMBER field. You can enter a new number.

NOTE: To interrupt processing throughout the Document History subfunction, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.3.2.6 for processing instructions.

5.3.1.4 Outputs. No reports are printed during this process.

5.3.2 Create a New AE Status Record Process. Use this process to create new status records for requisition data received off-line from DPSC.

5.3.2.1 Processing Restrictions. None.

5.3.2.2 Processing Materials. The off-line document used by DPSC (e.g., message or MFR).

5.3.2.3 Enter Document Number Screen AJK-622. To process status records, select B from the Document History Command Menu. The Enter Document Number Screen (fig. 5.3-3) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 11 Apr 92	ENTER DOCUMENT NUMBER	AJK-622
<p style="text-align: center;">ENTER THE DOCUMENT NUMBER TO PROCESS</p> <p style="text-align: center;">DOCUMENT NUMBERW26QKQ 20540037</p> <p style="text-align: center;">WHEN FINISHED ENTERING NUMBER PRESS <ESC></p>		

Figure 5.3-3. Enter Document Number Screen (AJK-622).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Enter a four-digit Julian date and the cursor moves to the serial number field.
- b. Enter a four-digit serial number and press [ESC]. The Add AE Status Record To DHI Screen AJK-616 is displayed.

OR

- c. Enter a four-digit serial number and press [ENTER] until the cursor moves back to the Julian date field. You can correct your entries.

5.3.2.4 Add AE Status Record to DHI Screen AJK-616. Use this screen (fig. 5.3-4) to enter the status code for the new status record. The cursor is positioned in the ENTER STATUS CODE field.

[]	
DATE: [16 Jun 90]	ADD AE STATUS RECORD TO DHI	AJK-616	
DOCUMENT NUMBER [W26QKQ01580049]			
ENTER STATUS CODE AND PRESS <ESC> : [BZ]			
NSN [8905-00-616-0050]		ITEM NAME [FRANKS 5 OR 10 LB BX]	
DIC [AE2]		RIC [S9P]	
MS__CD [S]		UI [LB]	
QTY [180]		DMDCD []	
SUPPL__ADD__CD [Y00000]		SIGCD [A]	
FUND__CD [TK]		DISTCD []	
PROJ__CD []		PRICD [15]	
RDD [19] [JUN] [90]		ESD [] [] []	
RIC []		UPR [1.92]	
[] []		CONFIRM INDICATOR: [] [Y]	
Enter 'Y' to coinfirm or 'N' to cancel and press <ESC>			

Figure 5.3-4. Add AE Status Record to DHI Screen (AJK-616).

- a. Enter a two-digit status code (status codes are displayed at the bottom of the screen) and press [ESC]. All requisition data for that document number is displayed. The cursor is positioned in the NSN field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Change the stock number (if necessary) and press [ENTER]. The cursor moves to the MS_CD field.

OR

c. Press [ENTER] with no entry and the cursor moves to the MS_CD field.

d. Enter a new media and status code (optional) and press [ENTER]. The cursor moves to the UI field.

OR

e. Press [ENTER] with no entry and the cursor moves to the UI field.

f. Use the [ENTER] or ARROW keys to scroll through the remaining block of information. Make changes when needed.

g. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

OR

h. Press [ENTER] with no entry until the cursor moves back to the NSN field. You can enter new data.

(1) Enter C to confirm and press [ESC]. The database files are updated and the Options Ring Menu is displayed. See paragraph 5.3.2.5 for processing instructions.

OR

(2) Press [ESC] with no entry and the message: **PROCESS CANCELLED** is displayed. Then, the Options Ring Menu is displayed.

5.3.2.5 Options Ring Menu - AE Status. Use this ring menu (fig. 5.3-5) to process other status records, return to the Document History Command Menu, or exit processing.

OPTIONS: ENTER ANOTHER DOCUMENT NUMBER RETURN eXit
Add another AE2 Status Record.

Figure 5.3-5. Options Ring Menu - AE Status.

a. Select ENTER ANOTHER DOCUMENT NUMBER and the Enter Document Number Screen AJK-622 is displayed.

b. Select RETURN and to the Document History Command Menu is displayed.

c. Select eXit and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.3.2.6 Process Interrupt Ring Menu. Use this ring menu (fig. 5.3-6) to continue processing, start over, return to the Document History Command Menu, or exit processing.

```
PROCESS INTERRUPT:  CONTINUE  START OVER  DISCARD & RETURN  eXit
Ignore interrupt and continue normal processing on this screen
```

Figure 5.3-6. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can restart this process.
- c. Select DISCARD & RETURN and the Document History Command Menu is displayed. The changes are not saved.
- d. Select eXit and the system login screen is displayed.

5.3.2.7 Outputs. No reports are printed during this process.

5.3.3 Process Manager Referrals Process. Use this process to correct or delete records referred to the manager for action.

5.3.3.1 Processing Restrictions. None.

5.3.3.2 Processing Materials. The Document History Manager Referral List Report (PCN AJK-YM1) gives you the information to process this type of record.

5.3.3.3 Enter Manager Referral Document Number Screen AJK-622. To process manager referral documents, select C from the Document History Command Menu. The Enter Manager Referral Document Number Screen (fig. 5.3-7) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 11 Apr 92	ENTER MANAGER REFERRAL DOCUMENT NUMBER	AJK-622
ENTER THE DOCUMENT NUMBER TO PROCESS		
DOCUMENT NUMBER	W26QKQ	20540037
WHEN FINISHED ENTERING NUMBER PRESS <ESC>		

Figure 5.3-7. Enter Manager Referral Document Number Screen (AJK-622).

- a. Enter the last eight digits of the document number and press [ESC]. The Select Manager Referral Record Screen AJK-613 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

OR

b. Press [ENTER] and the cursor moves back to the beginning of the DOCUMENT NUMBER field. You can correct your entries.

5.3.3.4 Select Manager Referral Record Screen AJK-613. Use this screen (fig. 5.3-8) to select which manager referral record you want to process.

DATE: [01 May 92]	SELECT MANAGER REFERRAL RECORD	AJK-613		
<table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">DOCUMENT NUMBER</td><td style="width: 50%; text-align: center;">W26QKQ20540037</td></tr></table>			DOCUMENT NUMBER	W26QKQ20540037
DOCUMENT NUMBER	W26QKQ20540037			
<table style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">REQUISITION DATA NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE-IN: 792 RDD: 19 Apr 92</td><td style="width: 50%; vertical-align: top;">STATUS DATA: NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE IN: 792 RDD: ESD: DIC: AS1 STATUS: DMD__CD:</td></tr></table>			REQUISITION DATA NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE-IN: 792 RDD: 19 Apr 92	STATUS DATA: NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE IN: 792 RDD: ESD: DIC: AS1 STATUS: DMD__CD:
REQUISITION DATA NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE-IN: 792 RDD: 19 Apr 92	STATUS DATA: NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE IN: 792 RDD: ESD: DIC: AS1 STATUS: DMD__CD:			
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF				
SELECTION: X				
SELECT ONE STATUS RECORD TO PROCESS AND PRESS <ESC>				
PRESS THE DOWN ARROW TO SEE NEXT REC. PRESS THE UP ARROW TO SEE PREVIOUS REC.				
ENTER 'X' LEAVE BLANK.				

Figure 5.3-8. Select Manager Referral Record Screen (AJK-613).

a. Use the [ENTER] key to scroll through the data for the document number you choose. Use the UP and DOWN ARROW keys to page forward and back.

b. When you find the record you want to process, enter X and press [ESC]. The Process Manager Referral Record Screen AJK-614 is displayed with one of four Manager Referral Option Ring Menus. These ring menus are displayed based on what exception caused the record to be referred to the manager. The type of exception is displayed in the EXCEPTION MESSAGE field on the screen. The screens are displayed as follows:

(1) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 1 Ring Menu is displayed if the exception is one of the following:

- (a) The record has an invalid document identifier code (DIC).
- (b) A duplicate record is on the Document History File (DHF).

- (c) The status code on the record is invalid.
- (d) See paragraph 5.3.3.5 for processing instructions.

(2) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 2 Ring Menu is displayed if the exception is one of the following:

- (a) The stock number on the referral record is not on the MIF.
- (b) The stock number on the referral is a new or substitute item not on the MIF.
- (c) The stock number on the referral record appears twice on the MIF.
- (d) The stock number on the referral for a new or substitute item appears twice on the MIF.
- (e) Requisition is closed (e.g., the due-in quantity is zero). This can happen when the requisition is re-opened between the time the exception record is created and this process is run.
- (f) A requisition with the same document number as the referral record is not on the DHF. This can happen when the requisition is added between the time the exception record is created and this process is run.
- (g) See paragraph 5.3.3.6 for processing instructions.

(3) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 3 Ring Menu is displayed if the exception is a closed requisition (e.g., the due-in quantity is zero). See paragraph 5.3.3.7 for processing instructions.

(4) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 4 Ring Menu is displayed if the exception is a requisition not found for the document number used. See paragraph 5.3.3.8 for processing instructions.

c. If you do not want to select a record, press [ESC] with no entry. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

5.3.3.5 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 1 Ring Menu. Use this screen (fig. 5.3-9) to review the manager referral record you select and to choose the next processing step.

Figure 5.3-9. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 1 Ring Menu.

- 5-94

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.3.3.6 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 2 Ring Menu. Use this screen (fig. 5.3-10) to review the manager referral record you select and to choose the next processing step.

Manager Referral Option 2 Ring Menu		
OPTIONS: DELETE STATUS RECORD PROCESS STATUS RECORD AGAIN RETURN eXit		
DATE: 01 MAY 92	PROCESS MANAGER REFERRAL RECORD	AJK-614
DOCUMENT NUMBER W26QKQ20540037		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">REQUISITION DATA:</div><div style="width: 48%;">STATUS DATA:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">NSN: 8905010503192</div><div style="width: 48%;">NSN: 8905010503192</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">ITEM NAME: BEEF PATTIES W/SOY</div><div style="width: 48%;">ITEM NAME: BEEF PATTIES W/SOY</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">UI: LB</div><div style="width: 48%;">UI: LB</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">QTY DUE-IN: 792</div><div style="width: 48%;">QTY DUE-IN: 792</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">RDD: 19 Apr 92</div><div style="width: 48%;">RDD:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">ESD:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">DIC: AS1</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">STATUS:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">DMD ___CD:</div></div>		
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF		
THE STATUS RECORD WILL BE FLAGGED FOR DELETION.		
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>		
Please enter 'C' or leave blank.		

Figure 5.3-10. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 2 Ring Menu.

- a. Review the requisition data and select one of the following options:
- b. Select DELETE STATUS RECORD to mark the record for deletion.

(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

- c. Select PROCESS STATUS RECORD AGAIN to flag record for reprocessing.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

NOTE: When the stock number is not on the MIF or is a duplicate stock number, the record must be added or deleted from the MIF before the referral record can be processed. See paragraph 7.2 for MIF maintenance processing instructions.

d. Select RETURN and the Document History Command Menu is displayed.

e. Select eXit and the system login screen is displayed.

5.3.3.7 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 3 Ring Menu. Use this screen (fig. 5.3-11) to review the manager referral record you select and choose the next processing step.

Manager Referral Option 3 Ring Menu		
OPTIONS: DELETE STATUS RECORD MODIFY REQUISITION QUANTITY RETURN eXit		
<hr/>		
DATE: 01 MAY 92	PROCESS MANAGER REFERRAL RECORD	AJK-614
DOCUMENT NUMBER		W26QKQ20540037
REQUISITION DATA:	STATUS DATA:	
NSN: 8905010503192	NSN: 8905010503192	
ITEM NAME: BEEF PATTIES W/SOY	ITEM NAME: BEEF PATTIES W/SOY	
UI: LB	UI: LB	
QTY DUE-IN: 792	QTY DUE-IN: 792	
RDD: 19 Apr 92	RDD:	
	ESD:	
	DIC: AS1	
	STATUS:	
	DMD ____ CD:	
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF		
THE STATUS RECORD WILL BE FLAGGED FOR DELETION.		
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>		
Please enter 'C' or leave blank.		

Figure 5.3-11. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 3 Ring Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Review the requisition data and select one of the following options:
- b. Select DELETE STATUS RECORD to mark the record for deletion.

(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

c. Select MODIFY REQUISITION QUANTITY to re-open the requisition on the DHF and flag the status record for processing.

(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

NOTE: The requisition on the DHF is reopened by adding the quantity on the referral record.

- d. Select RETURN and the Document History Command Menu is displayed.
- e. Select eXit and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.3.3.8 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 4 Ring Menu. Use this screen (fig. 5.3-12) to review the manager referral record you select and to choose the next processing step.

Manager Referral Option 4 Ring Menu		
OPTIONS: DELETE STATUS RECORD RETURN eXit		
<div style="display: flex; justify-content: space-between;">DATE: 01 MAY 92PROCESS MANAGER REFERRAL RECORDAJK-614</div>		
<div style="display: flex; justify-content: space-between;">DOCUMENT NUMBERW26QKQ20540037</div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">REQUISITION DATA: NSN: 8905010503192 ITEM NAME: BEEF PATTIES W/SOY UI: LB QTY DUE-IN: 792 RDD: 19 Apr 92</div><div style="width: 48%;">STATUS DATA: NSN: 8905010503192 ITEM NAME: BEEF PATTIES W/SOY UI: LB QTY DUE-IN: 792 RDD: ESD: DIC: AS1 STATUS: DMD__CD:</div></div>		
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF		
THE STATUS RECORD WILL BE FLAGGED FOR DELETION.		
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>		
Please enter 'C' or leave blank.		

Figure 5.3-12. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 4 Ring Menu.

- a. Review the requisition data and select one of the following options:
 - b. Select DELETE STATUS RECORD to mark the record for deletion.
 - (1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.
- OR
- (2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. Select ADD REQUISITION RECORD and the Add AE Status to DHI Screen AJK-616 is displayed.

d. Select RETURN and the Document History Command Menu is displayed.

e. Select eXit and the system login screen is displayed.

5.3.3.9 Add AE Status Record to DHI Screen AJK-616. Use this screen (fig. 5.3-13) to create an AE2 status record.

a. Enter data in the specified fields.

[]	
DATE: [11 Apr 92]		AJK-616	
ADD AE STATUS RECORD TO DHI			
DOCUMENT NUMBER		W26QKQ20540037	
ENTER STATUS CODE AND PRESS <ESC>: [BA]			
NSN:	[8905010503192]	ITEM NAME	BEEF PATTIES W/SOY
DIC:	[AE2]	RIC	[S9P]
MS__DC	[S]	UI	[LB]
QTY	[792]	DMDCD	[]
SUPPL__ADD__CD	[Y00000]	SIGCD	[A]
FUND__CD	[TK]	DISTCD	[]
PROJ__CD	[]	PRICD	[15]
RDD	[19 APR 92]	ESD	[] [] []
RIC	[]	UPR	[0.89]
[] WHEN FINISHED ENTERING DATA PRESS <ESC>			
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>			
Must change NSN when Status Code = BH. May change NSN when Status Code = BG.			

Figure 5.3-13. Add AE Status Record to DHI Screen (AJK-616).

b. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

(1) Enter C and press [ESC]. The Document History Transaction Input File is added to the record and the Options Ring Menu is displayed.

OR

(2) To discard your entries, press [ESC] with no entry. The Options Ring Menu is displayed.

5.3.3.10 Options Ring Menu. Use this ring menu (fig. 5.3-14) to continue processing, return to the Document History Command Menu, or exit processing.

OPTIONS: ENTER ANOTHER DOCUMENT NUMBER RETURN eXit Process another Manager Referral Document.
--

Figure 5.3-14. Options Ring Menu.

a. Select ENTER ANOTHER DOCUMENT NUMBER and the Enter Manager Referral Document Number Screen AJK-622 is displayed.

b. Select RETURN and the Document History Command Menu is displayed.

c. Select eXit and the system login screen is displayed.

5.3.3.11 Outputs. No reports are printed during this process. However, the End of Day Batch process can produce reports pertaining to the Manager Referral process. These reports should be reviewed and action taken to process necessary manager referrals.

5.3.4 Document History Inquiry Process. Use this process to query the Document History File by document number and review the history of requisition transactions.

5.3.4.1 Processing Restrictions. All requisitions must be created and released to DPSC before it can qualify for the Document History File.

5.3.4.2 Processing Materials. Use the following information to complete this process:

a. The Daily Transaction Register Report (PCN AJK-6M1).

b. The Monthly Transaction Register Report (PCN AJK-6N1).

c. The Open Due-in Listing Report (PCN AJK-6J1).

5.3.4.3 Document History Inquiry Screen AJK-619. To begin the Document History File Inquiry process, select D from the Document History Command Menu. The Document History Inquiry Screen (fig. 5.3-15) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

[DATE: [17 Jun 90]	[DOCUMENT HISTORY INQUIRY SCREEN] AJK-619
ENTER THE DOCUMENT NUMBER TO PROCESS		
DOCUMENT NUMBER [W26QKQ] [01580099]		
[] WHEN FINISHED ENTERING THE DATA DEPRESS <ESCAPE>		
ENTER THE REMAINING PORTION OF THE DOCUMENT NUMBER.		

Figure 5.3-15. Document History Inquiry Screen (AJK-619).

a. To change the DODAAC, enter a new one over the old and press [ENTER]. The cursor moves to the SERIAL NUMBER field.

OR

b. Press [ENTER] with no entry and the cursor moves to the SERIAL NUMBER field.

c. Enter an eight-digit serial number and press [ESC]. The Document History Inquiry Screen AJK-623 is displayed.

OR

d. Press [ENTER] until the cursor moves back to the DODAAC field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.3.4.4 Document History Inquiry Screen AJK-623. Use this screen (fig. 5.3-16) to review the history of the document number you enter on Screen AJK-619. The cursor is positioned in the DIC field for the first transaction.

DATE: 16 Jun 90		DOCUMENT HISTORY INQUIRY				AJK-623	
DON: W26QKQ01580099				SUP ADDRESS: Y00000			
SUFFIX							
DIC	NSN/MCN	U/I	QTY	PRICE	CD	RDD	STATUS
AOA	8905-00-285-2075	LB	55	1.36	R	0170	
ATA	8905-00-285-2075	LB	55	1.36	R	0170	
WHEN FINISHED VIEWING ALL OF THE DATA DEPRESS <ESCAPE>							

Figure 5.3-16. Document History Inquiry Screen (AJK-623).

- a. This screen displays the document number, supplementary address, document identifier codes, NSN/MCN, unit of issue, quantity, price, suffix code, RDD, and status of each transaction (if applicable).
- b. Use the [ENTER] or ARROW keys to scroll forward and back by line.
- c. When you finish your review, press [ESC]. The message: **Do you wish to print this inquiry? Enter [Y/N] and depress <ENTER>.** is displayed.
 - (1) Enter Y to print and press [ENTER]. The message: **Printing report. Please wait.** is displayed. Then, the Options Ring Menu is displayed. See paragraph 5.3.4.5 for processing instructions.

OR

- (2) Enter N for no print, and press [ENTER]. The Options Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.3.4.5 Options Ring Menu - Inquiry Status. Use this ring menu (fig. 5.3-17) to query another document number, return to the Document History Command Menu, or exit processing.

OPTIONS: ENTER ANOTHER DOCUMENT NUMBER RETURN eXit Select another Record for Inquiry.
--

Figure 5.3-17. Options Ring Menu - Inquiry Status.

- a. Select ENTER ANOTHER DOCUMENT NUMBER and the Document History Inquiry Screen AJK-619 is displayed.
- b. Select RETURN and the Document History Command Menu is displayed.
- c. Select eXit and the system login screen is displayed.

5.3.4.6 Outputs.

a. The Document History Inquiry Report (PCN AJK-YI1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18d, TISA Reports (2-year file).
- (2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it. For example:

COFF: 30 Sep 01 DEST: Oct 03

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.3.5 Create An AMA/AM1 Transaction Process. Use this process to create AMA (CONUS) or AM1 (OCONUS) transactions to modify records for DPSC requisitions.

5.3.5.1 Processing Restrictions. Before you can create an AMA/AM1 transaction, the requisition must be created and released to DPSC. See paragraph 5.4 for requisition processing instructions.

5.3.5.2 Processing Materials. The Open Due-in Listing Report (PCN AJK-6J1) gives you information for requisitions due in to the TISA.

5.3.5.3 Create An AMA/AM1 Transaction Screen AJK-617. To begin creating AMA/AM1 records, select E from the Document History Command Menu. The Create An AMA/AM1 Transaction Screen (fig. 5.3-18) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

[DATE: {17 jun 90}		CREATE AN AMA/AM1 TRANSACTION		AJK-617]	
		DOCUMENT NUMBER		[W26QKQ]		[01580049]			
NSN		[8905-00-133-5887]		ITEM NAME		[BEEF SHOULDER CLOD]	
RDD		[19] [JUN] [90]		PROJ_CD		[]	
FUND_CD		[TK]		SUPPL_ADD_CD		[Y00000]			
SIG_CD		[A]		PRI_CD		[15]			
ADV_CD		[2J]		MS_CD		[S]			
		[CONFIRM INDICATOR:		[Y]	
Enter 'Y' to confirm or 'N' to not confirm and press <ESC>.									

Figure 5.3-18. Create an AMA/AM1 Transaction Screen (AJK-617).

a. To change the DODAAC, enter a new one over the old and press [ENTER]. The cursor moves to the SERIAL NUMBER field.

OR

b. Press [ENTER] with no entry and the cursor moves to the SERIAL NUMBER field.

c. Enter an eight-digit serial number and press [ENTER]. All requisition data for that document number is displayed. Then, the cursor moves to the RDD field.

NOTE: When creating AMA/AM1 records, the NSN or ITEM NAME field can't be changed. All other fields are mandatory entries, except the PROJ_CD field.

d. Enter a new required delivery date (if necessary) and press [ENTER]. The cursor moves to the PROJ_CD field.

e. Use the [ENTER] or ARROW keys to scroll through the remaining block of information. Make changes when needed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. A message is displayed: **The AM record is being created.** Then, the Document History Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **The AM record will not be created.** Then, the Document History Command Menu is displayed.

5.3.5.4 Outputs. No reports are printed during this process. However, the End of Day Batch process can produce reports pertaining to the status of requisitions released to DPSC. These reports should be reviewed when action is taken to modify those transactions.

5.4 Requisitions Subfunction.

a. Use the Requisitions subfunction to create candidate requisitions, adjust recommended order quantities (ROQ), release requisitions to the Defense Supply Center Philadelphia (DPSC), and generate requisitions for items not normally stored at the TISA. A post-post process is also given so you can enter requisitions that are created and processed manually.

b. The requisition processes should be run in the following sequence:

(1) Create Candidate Requisitions (para 5.4.1).

(2) Review/Adjust Candidate Requisitions (para 5.4.2).

(3) Release Requisitions (para 5.4.3).

c. The remaining processes, Create Special Items Requisitions (para 5.4.4) and Create Post-Post Requisitions (para 5.4.5), can be run any time during the accounting period.

d. To review the processes in Requisitions, select C from the Stock Accounting Command Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

e. The Requisitioning Command Menu (fig. 5.4-1) displays the Requisitioning processes. Use A thru E to create candidate requisitions. Use R to return to the Stock Accounting Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

Requisitioning Command Options: A B C D E R X			
Create Candidate Requisitions.			
DATE 17 Jun 90		REQUISITIONING COMMAND MENU	
AJK-676			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	CREATE CANDIDATE RQNS	R -	RETURN TO STOCK ACCOUNTING COMMAND MENU
B -	REVIEW AND ADJUST CANDIDATE RQNS	X -	EXIT FROM TISA PROCESSING
C -	RELEASE RQNS		
D -	CREATE SPECIAL ITEM RQNS		
E -	CREATE POST-POST RQNS		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.4-1. Requisitioning Command Menu Screen (AJK-676).

5.4.1 Create Candidate Requisitions Process. Use this process to create candidate requisitions for DPSC and local purchase items.

5.4.1.1 Processing Restrictions. The Delivery Frequency File must be developed before you submit DPSC Candidate Requisitions.

5.4.1.2 Processing Materials. Use the Master Item File Report (PCN AJK-MIF) to complete this process.

5.4.1.3 Create Candidate Requisitions Ring Menu. To create a candidate requisition, select option A from the Requisitioning Command Menu. The Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed. You can choose to create requisitions for all items, selected items, return to the Requisitioning Command Menu, or exit processing.

CREATE CANDIDATE RQNS: ALL SELECTED RETURN EXIT
Create candidate requisition worksheets for all items.

Figure 5.4-2. Create Candidate Rqns Ring Menu.

- a. Select ALL and the Create All Candidate Rqns Ring Menu is displayed.
- b. Choose SELECTED and the Create Selected Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.6 for processing instructions.
- c. Select RETURN and the Requisitioning Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.4.1.4 Create All Candidate Rqns Ring Menu. Use this ring menu (fig. 5.4-3) to choose which source you want to requisition your items from.

CREATE ALL CANDIDATE RQNS: DPSC LOCAL PURCHASE RETURN EXIT
Calculate ROQ and create DPSC candidate requisitions.

Figure 5.4-3. Create All Candidate Rqns Ring Menu.

- a. Select DPSC and the Select Perishability Ring Menu (fig. 5.4-4) for DPSC items is displayed.
- b. Select LOCAL PURCHASE and the Select Perishability Ring Menu for local purchase items is displayed. See paragraph 5.4.1.5 for processing instructions.
- c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.4.1 Select Perishability Ring Menu - DPSC. Use this ring menu (fig. 5.4-4) to choose which commodity group you want to requisition.

SELECT PERISHABILITY: SEMIPERISHABLE PERISHABLE RETURN EXIT
Create All Candidates for semiperishable items.

Figure 5.4-4. Select Perishability Ring Menu - DPSC.

- a. Select SEMIPERISHABLE and the Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-666 (fig. 5.4-5) is displayed.
- b. Select PERISHABLE and the Create All Candidate Requisitions DPSC/Perishable Screen AJK-666 (fig. 5.4-7) is displayed.
- c. Select RETURN and the Create All Candidate Rqns Ring Menu (fig. 5.4-3) is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.4.2 Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-666. Use this screen (fig. 5.4-5) to enter data when you create all DPSC requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS	AJK-666
	DPSC/SEMIPERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE TK	
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR: Y	
Must enter 'Y' or leave blank		

Figure 5.4-5. Create All Candidate Requisitions DPSC/Semiperishable Screen (AJK-666).

a. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

(1) Enter Y to confirm and press [ESC]. The Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-667 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

NOTE: To interrupt processing throughout the Create Candidate Rqns process, press [DELETE]. The DEL Options Ring Menu is displayed. See paragraph 5.4.1.8 for processing instructions.

5.4.1.4.3 Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-667. Use this screen (fig. 5.4-6) to choose demand data that is used to calculate the recommended order quantities for DPSC semiperishable items. The cursor is positioned in the HERE field.

When finished entering data, depress <ESC>.			
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS DPSC/SEMIPERISHABLE		AJK-667
TO SELECT THE LAST SIX MONTHS DEMAND, ENTER "L" HERE: OR DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	MONTH	MONTH	MONTH
X JAN	X FEB	X MAR	X APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-6. Create All Candidate Requisitions DPSC/Semiperishable Screen (AJK-667).

a. Enter L to select data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y and press [ESC]. The Candidate Requisitions Worksheet (PCN AJK-TT1 or TT2) is printed. Then, the Create Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Candidate Requisitions Worksheet is printed. Then, the Create Candidate Rqns Ring Menu is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.4.4 Create All Candidate Requisitions DPSC/Perishable Screen AJK-666. Use this screen (fig. 5.4-7) to enter data when you create all DPSC perishable requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS	AJK-666
	DPSC/PERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-7. Create All Candidate Requisitions DPSC/Perishable Screen (AJK-666).

a. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The DFF Inquiry Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

5.4.1.4.5 DFF Inquiry Ring Menu. Use this ring menu (fig. 5.4-8) to view the Delivery Frequency Schedule, continue processing, return to the Create Candidate Rqns Ring Menu, or exit processing.

DFF Inquiry: VIEW CONTINUE RETURN EXIT
View Delivery Frequency Schedule.

Figure 5.4-8. DFF Inquiry Ring Menu.

- a. Select VIEW and the Delivery Frequency File Inquiry Screen AJK-801 (fig. 5.4-9) is displayed.
- b. Select CONTINUE and the Create All Candidate Requisitions DPSC/Perishable Screen AJK-667 (fig. 5.4-10) is displayed.
- c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.4.6 Delivery Frequency File Inquiry Screen AJK-801 - All. Use this screen (fig. 5.4-9) to view the delivery frequency schedule for the month you want to request perishable items. The cursor is positioned in the first scheduled day for delivery.

When finished viewing schedule, depress <ESC>.						
An 'X' indicates a scheduled delivery day.						
DATE: 10 Sep 91		DELIVERY FREQUENCY SCHEDULE FILE INQUIRY			AJK-801	
DELIVERY FREQUENCY SCHEDULE FOR THE MONTH OF OCT						
SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2 X	3	4
5	6	7 X	8	9 X	10	11
12	13	14 X	15	16 X	17	18
19	20	21 X	22	23 X	24	25
26	27	28 X	29	30	31	
To change the delivery schedule, exit this process and enter changes thru File Maintenance Process.						

Figure 5.4-9. Delivery Frequency File Inquiry Screen (AJK-801).

- a. An X is displayed next to each available delivery day.
- b. Use the [ENTER] or ARROW keys to scroll forward and back through the month.
- c. When you finish your review, press [ESC]. The Create All Candidate Requisitions DPSC/Perishable Screen AJK-667 (fig. 5.4-10) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.4.7 Create All Candidate Requisitions DPSC/Perishable Screen AJK-667. Use this screen (fig. 5.4-10) to choose demand data that is used to calculate the recommended order quantities for DPSC perishable items. The cursor is positioned in the HERE field.

When finished entering data, depress <ESC>.			
DATE: 12 Sep 91	CREATE ALL CANDIDATE REQUISITIONS DPSC/PERISHABLE	AJK-667	
TO SELECT THE LAST SIX MONTHS DEMAND. ENTER "L" HERE :L OR DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	MONTH	MONTH	MONTH
JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-10. Create All Candidate Requisitions DPSC/Perishable Screen (AJK-667).

NOTE: The remaining processing steps are the same as when you complete the All Candidate Requisitions option for DPSC semiperishable items. See paragraph 5.4.1.4.3 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.5 Select Perishability Ring Menu - Local Purchase. To process local purchase requisitions, select ALL from the Create Candidate Rqns Ring Menu. The Create All Candidate Rqns Ring Menu is displayed. Select LOCAL PURCHASE from this ring menu and the Select Perishability Ring Menu - Local Purchase is displayed. Use this ring menu (fig. 5.4-11) to select the perishability of items to requisition.

SELECT PERISHABILITY: SEMIPERISHABLE PERISHABLE RETURN EXIT
Create Candidates for semiperishable items.

Figure 5.4-11. Select Perishability Ring Menu - Local Purchase.

- a. Select SEMIPERISHABLE and the Create All Candidate Requisitions Local Purchase/Semiperishable Screen AJK-666 is displayed. See paragraph 5.4.1.5.1 for processing instructions.
- b. Select PERISHABLE and the Create All Candidate Requisitions Local Purchase/Perishable Screen AJK-666 is displayed. See paragraph 5.4.1.5.1 for processing instructions.
- c. Select RETURN and the Create All Candidate Rqns Ring Menu (fig. 5.4-3) is displayed.
- d. Select EXIT and the system login screen is displayed.

NOTE: The processing steps and screens for the Local Purchase Create All Candidate Requisitions/Perishable are the same as the Create All Candidate Requisitions for Semiperishable.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.5.1 Create All Candidate Requisitions Local Purchase/ Semiperishable Screen AJK-666.

Use this screen (fig. 5.4-12) to enter the delivery date when creating all local purchase requisitions. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/SEMIPERISHABLE	
10 OCT 91	REQUIRED DELIVERY DATE	
DD MMM YY		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-12. Create All Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-666).

a. Enter a required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

(1) Enter Y to confirm and press [ESC]. The Create All Candidate Requisitions Local Purchase/Semiperishable Screen AJK-667 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.5.2 Create All Candidate Requisitions Local Purchase/ Semiperishable Screen AJK-667.
Use this screen (fig. 5.4-13) to choose demand data used to calculate the recommended order quantities for local purchase items. The cursor is positioned in the HERE field.

When finished entering data, depress <ESC>.			
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS		AJK-667
LOCAL PURCHASE/SEMIPERISHABLE			
TO SELECT THE LAST SIX MONTHS DEMAND. ENTER "L" HERE: L OR			
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	MONTH	MONTH	MONTH
X JAN	X FEB	X MAR	X APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-13. Create All Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-667).

a. Enter L to select data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Candidate Requisitions Worksheet (PCN AJK-TT1 or TT2) is printed. Then, the Create Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Candidate Requisitions Worksheet (PCN AJK-TT1 or TT2) is printed. Then, the Create Candidate Rqns Ring Menu is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

5.4.1.6 Create Selected Candidate Rqns Ring Menu. To create selected candidate requisitions, choose SELECTED from the Create Candidate Rqns Ring Menu. The Create Selected Candidate Rqns Ring Menu is displayed. Use this ring menu (fig. 5.4-14) to choose the supply source for the items you want to requisition.

CREATE SELECTED CANDIDATE RQNS: DPSC LOCAL PURCHASE RETURN EXIT
Calculate ROQ and create DPSC candidate requisitions.

Figure 5.4-14. Create Selected Candidate Rqns Ring Menu.

a. Select DPSC and the Select Perishability Ring Menu for DPSC items is displayed. See paragraph 5.4.1.6.1 for processing instructions.

b. Select LOCAL PURCHASE and the Select Perishability Ring Menu for local purchase items is displayed. See paragraph 5.4.1.7 for processing instructions.

c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.

d. Select EXIT and the system login screen is displayed.

5.4.1.6.1 Select Perishability Ring Menu - DPSC. Use this ring menu (fig. 5.4-15) to choose the perishability of DPSC items you want to requisition.

SELECT PERISHABILITY: SEMIPERISHABLE PERISHABLE RETURN EXIT
Create Candidates for semiperishable items.

Figure 5.4-15. Select Perishability Ring Menu.

- a. Select SEMIPERISHABLE and the Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-666 is displayed. See paragraph 5.4.1.6.2 for processing instructions.
- b. Select PERISHABLE and the Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-666 is displayed. See paragraph 5.4.1.6.7 for processing instructions.
- c. Select RETURN and the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.6.2 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-666. Use this screen (fig. 5.4-16) to enter data when you create selected DPSC semiperishable requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	DPSC/SEMIPERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR: Y	
Must enter 'Y' or leave blank		

Figure 5.4-16. Create Selected Candidate Requisitions DPSC/Semperishable Screen (AJK-666).

a. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-668 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

5.4.1.6.3 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-668. Use this screen (fig. 5.4-17) to enter TIINs for selected DPSC semiperishable items you want to order. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-668
DPSC/SEMIPERISHABLE		
TIIN	ITEM NAME	
000-0137	SAUCE STEAK 5-10 OZ	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		

Figure 5.4-17. Create Selected Candidate Requisitions DPSC/Semiperishable Screen (AJK-668).

a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can correct your entry.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-669 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

5.4.1.6.4 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-669. Use this screen (fig. 5.4-18) to choose demand data that is used to calculate recommended order quantities for DPSC selected items. The cursor is positioned in the HERE field.

When finished entering data, Depress <ESC>.			
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS		AJK-669
DPSC/SEMIPERISHABLE			
NSN/MCN: 8950-00-000-0137	ITEM NAME: SAUCE STEAK 5-10 OZ		
TO SELECT THE LAST 6 MONTHS DEMAND, ENTER "L" HERE: OR			
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	RECUR DEMAND	MONTH	RECUR DEMAND
JAN	106	FEB	175
MAR	101	APR	118
MAY	0	JUN	360
JUL	163	AUG	142
SEP	84	OCT	172
NOV	156	DEC	102

Figure 5.4-18. Create Selected Candidate Requisitions DPSC/Semiperishable Screen (AJK-669).

a. Enter L to select demand data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-672 (fig. 5.4-19) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter an X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-672 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.6.5 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-672. Use this screen (fig. 5.4-19) to enter or change the recommended order quantity for an item. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.												
Enter '0' in the ROQ field to delete the Item.												
DATE: 12 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS							AJK-672			
DPSC/SEMIPERISHABLE												
NSN/MCN		ITEM NAME			UI	U/PACK	U/PACK		QTY	ROQ	RDD	
8950-00-000-0137		SAUCE STEAK 5-10 OZ			BT	CS	24		96	197		
DEMAND:												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RECUR	50	106	0	118	0	360	163	84	0	172	156	102
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.												
CONFIRM INDICATOR: Y												
Must enter 'Y' or leave blank												

Figure 5.4-19. Create Selected Candidate Requisitions DPSC/Semiperishable Screen (AJK-672).

a. Enter the recommended order quantity and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.6.6 Processing Options Ring Menu - DPSC. Use this ring menu (fig. 5.4-20) to continue creating candidate requisitions, return to the Create Selected Candidate Rqns Ring Menu, or exit processing.

PROCESSING OPTIONS: CONTINUE FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-20. Processing Options Ring Menu.

- a. Select CONTINUE and the Create Selected Candidate Requisitions DPSC/ Semiperishable Screen AJK-668 (fig. 5.4-17) is displayed.
- b. Select FINISHED and the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.
- c. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.6.7 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-666. To create selected DPSC perishable requisitions, select PERISHABLE from the Select Perishability Ring Menu - DPSC (para 5.4.2.6). The Create Selected Candidate Requisitions DPSC/Perishable Screen is displayed.

a. Use this screen (fig. 5.4-21) to enter data when you create selected DPSC perishable requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	DPSC/PERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-21. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-666).

b. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

c. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

d. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

e. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

f. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The DFF Inquiry Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

5.4.1.6.8 DFF Inquiry Ring Menu. Use this ring menu (fig. 5.4-22) to view the delivery frequency schedule, continue processing, return to Create Candidate Rqns Ring Menu, or exit processing.

DFF Inquiry: VIEW CONTINUE RETURN EXIT
View Delivery Frequency Schedule.

Figure 5.4-22. DFF Inquiry Ring Menu.

a. Select VIEW and the Delivery Frequency File Inquiry Screen AJK-801 (fig. 5.4-23) is displayed.

b. Select CONTINUE and the Create Selected Candidate Requisitions DPSC/ Perishable Screen AJK-668 is displayed. See paragraph 5.4.1.6.10 for processing instructions.

c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.

d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.6.9 Delivery Frequency File Inquiry Screen AJK-801 - Selected. Use this screen (fig. 5.4-23) to view the delivery frequency schedule for the month you want to request selected perishable items. The cursor is positioned in the first scheduled day for delivery.

When finished viewing schedule, depress <ESC>.							
An 'X' indicates a scheduled delivery day.							
DATE: 10 Sep 91		DELIVERY FREQUENCY SCHEDULE FILE INQUIRY				AJK-801	
DELIVERY FREQUENCY SCHEDULE FOR THE MONTH OF OCT							
SUN	MON	TUE	WED	THUR	FRI	SAT	
			1	2	X	3	4
5	6	7	X	8	9	X	10
11	12	13	X	14	15	X	16
17	18	19	X	20	21	X	22
23	24	25	X	26	27	28	29
30	31						
To change the delivery schedule, exit this process and enter changes thru File Maintenance Process.							

Figure 5.4-23. Delivery Frequency File Inquiry Screen (AJK-801) - Selected.

- a. An X is displayed next to each available delivery day.
- b. Use the [ENTER] or ARROW keys to scroll forward and back through the month.
- c. When you finish your review, press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-668 (fig. 5.4-24) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.6.10 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-668. Use this screen (fig. 5.4-24) to enter TIINs for selected DPSC items you want to order. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-668
	DPSC/PERISHABLE	
TIIN	ITEM NAME	
582-4053	FRUIT FZN STRAWBERRIES	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		

Figure 5.4-24. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-668).

a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can enter new data.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-669 (fig. 5.4-25) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.6.11 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-669. Use this screen (fig. 5.4-25) to choose demand data used to calculate the recommended order quantity for selected DPSC perishable items. The cursor is positioned in the HERE field.

When finished entering data, Depress <ESC>.			
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS		AJK-669
DPSC/PERISHABLE			
NSN/MCN: 8915-00-582-7053	ITEM NAME:	FRUIT FZN STRAWBERRIES	
TO SELECT THE LAST 6 MONTHS DEMAND, ENTER "L" HERE:		OR	
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	RECUR DEMAND	MONTH	RECUR DEMAND
X JAN	561	FEB	332
X MAR	287	APR	242
X MAY	286	JUN	267
X JUL	0	AUG	0
X SEP	357	OCT	530
X NOV	678	DEC	254
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
		CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank			

Figure 5.4-25. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-669).

a. Enter L to choose data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-673 (fig 5.4-26) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Choose demand data from 3 to 6 months by entering X next to the month you want.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-673 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

5.4.1.6.12 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-673. Use this screen (fig. 5.4-26) to enter or change recommended order quantities, and split the required delivery dates (if necessary). This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.													
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS										AJK-673	
DPSC/PERISHABLE													
NSN/MCN		ITEM NAME						UI	U/PACK	U/PACK		ROQ	
8915-00-582-4053		FRUIT FZN STRAWBERRIES						LB	CS	39		39	
DEMAND:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
RECUR	561	332	287	242	286	267	0	0	357	530	678	254	
SPLIT RDDS:													
RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY
274	39	276	0	278	0	281	0	283	0	285	0	288	0
290	0	292	0	295	0	297	0	299	0	302	0	304	0
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.													
CONFIRM INDICATOR: Y													
Must enter 'Y' or leave blank													

Figure 5.4-26. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-673).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Enter the recommended order quantity and press [ESC]. The cursor moves to the QTY field of the SPLIT RDD column.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field.

c. To change the quantity for a required delivery date, enter a new one over the old and press [ENTER]. The cursor moves to the next QTY field.

OR

d. Press [ENTER] to move the cursor to another quantity you want to change.

NOTE: The total recommended order quantity you enter is calculated and equally divided by the required delivery dates in the SPLIT RDD column.

e. Repeat steps c and d until you finish adjusting quantities.

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.6.13 Processing Options Ring Menu - DPSC. Use this ring menu (fig. 5.4-27) to continue creating candidate requisitions, return to the Create Selected Candidate Rqns Ring Menu, or exit processing.

PROCESSING OPTIONS: **CONTINUE** FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-27. Processing Options Ring Menu - DPSC.

a. Select CONTINUE and the Create Selected Candidate Requisitions DPSC/ Perishable Screen AJK-668 (fig. 5.4-24) is displayed.

b. Select FINISHED and the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.

- c. Select EXIT and the system login screen is displayed.

5.4.1.7 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-666.

To create selected local purchase requisitions, select LOCAL PURCHASE from the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14). The Select Perishability Ring Menu is displayed. Select SEMIPERISHABLE from this ring menu and the Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen is displayed.

- a. Use this screen (fig. 5.4-28) to enter a delivery date when creating selected local purchase requisitions. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/SEMIPERISHABLE	
	10 OCT 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-28. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-666).

- b. Enter a required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-668 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.1.7.1 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-668. Use this screen (fig. 5.4-29) to enter a TIIN for the item you want to requisition. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-668
	LOCAL PURCHASE/SEMIPERISHABLE	
TIIN	ITEM NAME	
132-7782	CEREAL ASST (72 PK PR BX)	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR Y		

Figure 5.4-29. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-668).

a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can enter new data.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-669 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.7.2 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-669. Use this screen (fig. 5.4-30) to choose demand data used to calculate recommended order quantities for local purchase items. The cursor is positioned in the MONTH field.

When finished entering data, Depress <ESC>.				
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS LOCAL PURCHASE/PERISHABLE		AJK-669
NSN/MCN: 8920-00-132-7782				ITEM NAME: CEREAL ASST (72 PK PR BX)
TO SELCET THE LAST 6 MONTHS DEMAND, ENTER "L" HERE: OR DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS				
MONTH	RECUR	DEMAND	MONTH	RECUR DEMAND
X JAN	475		X FEB	404
MAR	358		APR	279
X MAY	0		X JUN	400
JUL	297		AUG	313
SEP	261		OCT	421
NOV	534		DEC	214
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.				
				CONFIRM INDICATOR: Y
Must enter 'Y' or leave blank				

Figure 5.4-30. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-669).

a. Enter L to select data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-672 (fig. 5.4-31) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-672 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.7.3 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-672. Use this screen (fig. 5.4-31) to enter a new recommended order quantity or change the old one. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.												
Enter '0' in the ROQ field to delete the Item.												
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS							AJK-672			
LOCAL PURCHASE/SEMIPERISHABLE												
NSN/MCN		ITEM NAME						UI	U/PACK	QTY	ROQ	RDD
8920-00-132-7782		CEREAL ASST (72 PK PR BX)						BX	CS	1	250	213
DEMAND:												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RECUR	475	404	358	279	0	400	297	313	261	421	534	214
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.												
CONFIRM INDICATOR: Y												
Must enter 'Y' or leave blank												

Figure 5.4-31. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-672).

a. Enter a recommended order quantity and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

c. When you want to zero the item, enter zero and press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.7.4 Processing Options Ring Menu - Local Purchase. Use this ring menu (fig. 5.4-32) to continue creating candidate requisitions, display the Select LP Output Ring Menu, or exit processing.

PROCESSING OPTIONS: CONTINUE FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-32. Processing Options Ring Menu.

a. Select CONTINUE and the Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-668 (fig. 5.4-29) is displayed. You can create another requisition.

b. Select FINISHED and the Select LP Output Ring Menu is displayed.

c. Select EXIT and the system login screen is displayed.

5.4.1.7.5 Select LP Output Ring Menu. Use this ring menu (fig. 5.4-33) to print a list of local purchase candidate requisitions, return to the Select Perishability Ring Menu, or exit processing.

SELECT LP OUTPUT: SF 36 RETURN EXIT
Print the Standard Form 36 for procurement.

Figure 5.4-33. Select LP Output Ring Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Select SF 36 and the Standard Form 36 (PCN AJK-T71) is printed for all semiperishable local purchase items you choose. Then, the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.
- b. Select RETURN and the Create Selected Candidate Rqns Ring Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

5.4.1.7.6 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-666.

To create selected local purchase perishable requisitions, select PERISHABLE from the Select Perishability Ring Menu. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen is displayed.

- a. Use this screen (fig. 5.4-34) to enter data when you choose to create selected local purchase requisitions. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/PERISHABLE	
	10 OCT 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-34. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-666).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter the required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-668 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.1.7.7 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-668. Use this screen (fig. 5.4-35) to enter a TIIN for the local purchase item you want to order. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-668
	LOCAL PURCHASE/PERISHABLE	
TIIN	ITEM NAME	
043-3198	EGGS SHELL DOM	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		

Figure 5.4-35. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-668).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can enter new data.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-669 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

5.4.1.7.8 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-669. Use this screen (fig. 5.4-36) to choose demand data used to calculate the recommended order quantity for selected local purchase perishable items. The cursor is positioned in the HERE field.

When finished entering data, Depress <ESC>.			
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS		AJK-669
LOCAL PURCHASE/PERISHABLE			
NSN/MCN: 8910-00-043-3198	ITEM NAME: EGGS SHELL DOM		
TO SELECT THE LAST 6 MONTHS DEMAND, ENTER "L" HERE:			OR
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	RECUR DEMAND	MONTH	RECUR DEMAND
JAN	45	FEB	0
MAR	0	APR	706
MAY	11174	JUN	11310
JUL	12017	AUG	13445
SEP	9666	OCT	10145
NOV	222	DEC	0
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-36. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-669).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Enter L to choose data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-672 (fig. 5.4-37) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Choose demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-672 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.1.7.9 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-672.
Use this screen (fig. 5.4-37) to enter a new recommended order quantity or change the old one. This screen displays the NSN/MCN, item name, unit of issue, unit pack, quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.												
Enter '0' in the ROQ field to delete the Item.												
DATE: 10 Sep 9		CREATE SELECTED CANDIDATE REQUISITIONS							AJK-672			
LOCAL PURCHASE/PERISHABLE												
NSN/MCN		ITEM NAME				UI	U/PACK	QTY	ROQ	RDD		
8910-00-043-3198		EGGS SHELL DOM				DZ	CS	30	30	283		
DEMAND:												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RECUR	15234	14945	13037	11342	11174	11310	9557	0	9435	14492	15473	9006
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.												
CONFIRM INDICATOR Y												

Figure 5.4-37. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-672).

a. Enter the recommended order quantity and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.7.10 Processing Options Ring Menu - Local Purchase. Use this ring menu (fig. 5.4-38) to continue creating candidate requisitions, display the Select LP Output Ring Menu, or exit processing.

PROCESSING OPTIONS: CONTINUE FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-38. Processing Options Ring Menu.

a. Select CONTINUE and the Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-668 (fig. 5.4-35) is displayed.

b. Select FINISHED and the Select LP Output Ring Menu is displayed.

c. Select EXIT and the system login screen is displayed.

5.4.1.7.11 Select LP Output Ring Menu. Use this ring menu (fig. 5.4-39) to print a list of local purchase candidate requisitions, return to the Select Perishability Ring Menu, or exit processing.

SELECT LP OUTPUT SF 36 RETURN EXIT
Print the Standard Form 36 for procurement.

Figure 5.4-39. Select LP Output Ring Menu.

a. Select SF 36 and the SF 36 Report (PCN AJK-T71) is printed for all perishable local purchase items selected. Then, the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.

b. Select RETURN and the Create Selected Candidate Rqns Ring Menu is displayed.

- c. Select EXIT and the system login screen is displayed.

5.4.1.8 DEL Options Ring Menu. Use this ring menu (fig. 5.4-40) to continue processing, start over, return to the Requisitioning Command Menu, or exit processing.

DEL OPTIONS: A B R X
Restart Input

Figure 5.4-40. DEL Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B to restart processing as follows:
 - (1) If you are creating candidate requisitions for all items, the Create All Candidates Rqns Ring Menu is displayed. See paragraph 5.4.1.4 for processing instructions.
 - (2) If you are creating candidate requisitions for selected items, the Create Selected Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.6 for processing instructions.
- c. Select R and the Requisitioning Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.4.1.9 Outputs.

- a. The DPSC Candidate Requisition Lists for semiperishable and perishable subsistence (PCNs AJK-TT1 and AJK-TT2) are printed based on the selections you make during the Create All DPSC Candidate Requisitions process.
- b. SF 36 Non-BPA Local Purchase Report (PCN AJK-T71) is printed based on your selections during the Create Selected Local Purchase Candidate Requisitions process.
- c. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- (1) File No. 30-18h, TISA Requisitions (1-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 93

5.4.2 Review/Adjust Candidate Requisitions Process. Use this process to review and adjust candidate requisitions before they are released to the supply source. To release requisitions, see paragraph 5.4.3 for processing instructions.

5.4.2.1 Processing Restrictions. None.

5.4.2.2 Processing Materials. None.

5.4.2.3 Modify Candidates Ring Menu. To begin the Review/Adjust Candidate Requisitions process, select B from the Requisitioning Command Menu. The Modify Candidates Ring Menu is displayed. Use this ring menu (fig. 5.4-41) to choose which candidate requisitions you want to adjust.

MODIFY CANDIDATES: DPSC LOCAL PURCHASE RETURN EXIT
Rev and adj DPSC candidates created by the 'Create Candidate Rqn Process'.

Figure 5.4-41. Modify Candidates Ring Menu.

- a. Select DPSC and the Select Range Ring Menu for DPSC items (fig. 5.4-42) is displayed.
- b. Select LOCAL PURCHASE and the Select Range Ring Menu for local purchase items is displayed. See paragraph 5.4.2.14 for processing instructions.
- c. Select RETURN and the Requisitioning Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.4 Select Range Ring Menu - DPSC. Use this ring menu (fig. 5.4-42) to select the category of DPSC requisitions you want to review and adjust.

SELECT RANGE: A B C D E R X
Modify all perishable items.

Figure 5.4-42. Select Range Ring Menu.

- a. Select A to review and adjust all perishable items. The Modify DPSC Candidates Perishable/All Screen AJK-666 (fig 5.4-43) is displayed.
- b. Select B to review and adjust all semiperishable items. The Modify DPSC Candidates Semiperishable/All Screen AJK-666 is displayed.
- c. Select C to review and adjust all perishable and semiperishable items at the same time. The Modify DPSC Candidates Screen AJK-666 is displayed. See paragraphs 5.4.2.5 thru 5.4.2.9 for processing instructions.
- d. Select D to review and adjust selected perishable items. The Modify DPSC Perishable/Selected Screen AJK-666 is displayed.
- e. Select E to review and adjust selected semiperishable items. The Modify DPSC Candidates Semiperishable/Selected Screen AJK-666 is displayed.
- f. Select R and the Modify Candidates Ring Menu (fig. 5.4-41) is displayed.
- g. Select X and the system login screen is displayed.

NOTE: The processing steps for the Modify DPSC Candidates Perishable/Semiperishable options are the same throughout. The appropriate screens that follow each data entry Screen AJK-666 are displayed in sequence.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.5 Modify DPSC Candidates Perishable/All Screen AJK-666. Use this screen (fig. 5.4-43) to enter data for the requisitions you want to review and adjust. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE:19 Sep 91	MODIFY DPSC CANDIDATES	AJK-666
	PERISHABLE/ALL	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR: Y	
Must enter 'Y' or leave blank		

Figure 5.4-43. Modify DPSC Candidates Perishable/All Screen (AJK-666).

- a. Enter the month and year and the cursor moves to the PROJECT CODE field.
 - b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.
- OR
- c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.
 - d. Enter a fund code (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.
- OR
- e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidates Perishable/All Screen AJK-675 is displayed with the Modify Options Ring Menu at the top of the screen.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

NOTE: To interrupt processing throughout the Review/Adjust Candidates Requisitions process, press [DELETE]. The DEL Options Ring Menu is displayed. See paragraph 5.4.2.23 for processing instructions.

5.4.2.6 Modify Options Ring Menu. Use this ring menu (fig. 5.4-44) to adjust quantities for DPSC requisitions, continue the modify process, return to the Modify Candidates Ring Menu, or exit processing.

MODIFY OPTIONS: **ADJUST** CONTINUE RETURN EXIT
Adjust item.

Figure 54-44. Modify Options Ring Menu.

- a. Select ADJUST and the cursor moves to the ROQ field. See paragraph 5.4.2.7 for processing instructions.
- b. Select CONTINUE to skip an item. The Modify Candidates Ring Menu is re-displayed with the next item.
- c. Select RETURN and the Modify Candidates Ring Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.7 Modify DPSC Candidates Perishable/All Screen AJK-675. Use this screen (fig. 5.4-45) to adjust recommended order quantities for an item. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, and ROQ. The cursor is positioned in the ROQ field.

DATE: 19 Sep 91		MODIFY DPSC CANDIDATES				AJK-675	
PERISHABLE/ALL							
				U/PACK			
NSN/MCN	ITEM NAME			UI	U/PACK	QTY	ROQ
8915-00-044-1854	PIG FEET FRONT FZN			LB	CS	39	390
 SPLIT RDDS:							
RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY
274	60	276	30	278	30	281	30
283	30	285	30	288	30	290	30
292	30	295	30	297	30	299	30
302	0	304	0				
 TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
CONFIRM INDICATOR: Y							
 Must enter 'Y' or leave blank							

Figure 5.4-45. Modify DPSC Candidates Perishable/All Screen (AJK-675).

a. To change the recommended order quantity, enter a new one over the old and press [ESC]. The cursor moves to the SPLIT RDDS column in the QTY field for the first RDD.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

(1) Enter the adjusted quantity and press [ENTER].

OR

(2) Press [ENTER] with no entry and the cursor moves to the next QTY field.

c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. When you modify the last available item, the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.2.8 Modify DPSC Candidates Semiperishable/All Screen AJK-666. To modify all DPSC semiperishable requisitions, select B from the Select Range Ring Menu (para. 5.4.2.4). The Modify DPSC Candidates Semiperishable All Screen is displayed.

a. Use this screen (fig. 5.4-46) to enter data for the requisitions you want to review and adjust. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 19 Sep 91	MODIFY DPSC CANDIDATES	AJK-666
	SEMIPERISHABLE/ALL	
	OCT 1992	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR: Y	
Must enter 'Y' or leave blank		

Figure 5.4-46. Modify DPSC Candidates Semiperishable/All Screen (AJK-666).

b. Enter the month and year and the cursor moves to the PROJECT CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

d. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

e. Enter a fund code (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

f. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidate Semiperishable/All Screen AJK-674 is displayed. See paragraph 5.4.2.9 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.9 Modify DPSC Candidates Semiperishable/All Screen AJK-674. Use this screen (fig. 5.4-47) to adjust the ROQ for all DPSC semiperishable items. This screen displays the NSN/MCN, item name, unit of issue, unit pack quantity, RDD, and ROQ. The cursor is positioned in the ROQ field for the first item.

When finished with changes depress <ESC>.							
DATE 19 Sep 91		MODIFY DPSC CANDIDATES				AJK-674	
SEMIPERISHABLE/ALL							
				U/PACK			
NSN/MCN	ITEM NAME	UI	U/PACK	QTY	RDD	ROQ	
8905-00-823-7095	FISH SQUARES DEHY #10 (B)	CN	CS	6	283	12	
8905-00-926-6196	BEEF CHUNKS 29 OZ (B RAT)	CN	CS	24	283	48	
8915-00-127-8272	APPLESAUCE # 10	CN	CS	6	283	120	
8915-00-149-1571	SPICE GARLIC DEHY 12 OZ	JR	CS	12	283	60	
8915-00-151-6571	CHERRIES LIGHT SWT #10	CN	CS	6	283	6	
8915-00-170-5127	PINEAPPLE CHUNKS #10	CN	CS	6	283	282	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
CONFIRM INDICATOR:							
Must enter 'Y' or leave blank							

Figure 5.4-47. Modify DPSC Candidates Semiperishable/All Screen (AJK-674).

a. To change the ROQ, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] with no entry and the cursor moves to the next item.
- c. Use the [ENTER] or ARROW keys to review the items by line.
- d. Use the [F3] key to page forward and the [F4] key to page back.
- e. Repeat steps a thru d until you finish adjusting items.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field for the first item. You can enter new data.

5.4.2.10 Modify DPSC Candidates Perishable/Selected Screen AJK-778. To modify selected DPSC perishable requisitions, select D from the Select Range Ring Menu. The Modify DPSC Candidates Perishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.8 for processing steps to complete this screen.

a. This screen (fig. 5.4-48) is displayed when you finish entering data on Screen AJK-666 to modify selected DPSC perishable items. Use it to enter TIINs for those items. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE 19 Sep 91	MODIFY DPSC CANDIDATES PERISHABLE/SELECTED	AJK-778
TIIN 403-9592	ITEM NAME BACON SLICED FZN SHINGLE	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-48. Modify DPSC Candidates Perishable/Selected Screen (AJK-778).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next line.

c. Repeat this step until you enter all the items you want to modify.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidates Perishable/Selected Screen AJK-675 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.11 Modify DPSC Candidates Perishable/Selected Screen AJK-675. Use this screen (fig. 5.4-49) to adjust recommended order quantities for selected DPSC items. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, and ROQ. The cursor is positioned in the ROQ field.

DATE: 19 Sep 91		MODIFY DPSC CANDIDATES				AJK-675					
PERISHABLE/SELECTED											
								U/PACK			
NSN/MCN		ITEM NAME						UI	U/PACK	QTY	ROQ
8905-00-403-9592		BACON SLICED FZN SHINGLE						LB	CS	45	45
SPLIT RDDS:											
RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY
274	45	276	0	278	0	281	0	283	0	285	0
290	0	292	0	295	0	297	0	299	0	302	0
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.											
CONFIRM INDICATOR: Y											
Must enter 'Y' or leave blank											

Figure 5.4-49. Modify DPSC Candidates Perishable/Selected Screen (AJK-675).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. To change the recommended order quantity, enter a new one over the old and press [ENTER]. The cursor moves back to the start of the ROQ field. You can correct your entry.

OR

b. Press [ESC] and the cursor moves to the SPLIT RDDS column in the QTY field for the first required delivery.

(1) Enter a new quantity over the old and press [ENTER]. The cursor moves to the next QTY field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the next QTY field.

c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The database files are updated and the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3. for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.12 Modify DPSC Candidates Semiperishable/Selected Screen AJK-778. To modify selected DPSC semiperishable requisitions, select E from the Select Range Ring Menu (para 5.4.2.4). The Modify DPSC Candidates Semiperishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.8 for processing steps to complete this screen.

a. Use this screen (fig. 5.4-50) to enter a TIIN for the selected DPSC item you want to adjust. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 19 Sep 91	MODIFY DPSC CANDIDATES SEMIPERISHABLE/SELECTED	AJK-778
TIIN	ITEM NAME	
000-0137	SAUCE STEAK 5-10 OZ	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-50. Modify DPSC Candidates Semiperishable/Selected Screen (AJK-778).

- b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next line.
- c. Repeat this step until you enter all the items you want to modify.
- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidates Semiperishable/Selected Screen AJK-674 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.13 Modify DPSC Candidates Semiperishable/Selected Screen AJK-674. Use this screen (fig. 5.4-51) to adjust recommended order quantities for DPSC items. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, and ROQ. The cursor is positioned in the ROQ field.

DATE 19 Sep 91		MODIFY DPSC CANDIDATES				AJK-674	
SEMIPERISHABLE/SELECTED							
				U/PACK			
NSN/MCN	ITEM NAME	UI	U/PACK	QTY	ROQ		
8950-00-000-0137	SAUCE STEAK 5-10 OZ	BT	CS	24	336		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
CONFIRM INDICATOR: Y							
Must enter 'Y' or leave blank							

Figure 5.4-51. Modify DPSC Candidates Semiperishable/Selected Screen (AJK-674).

a. To change the recommended order quantity, enter a new one over the old and press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter Y to confirm and press [ESC]. The database files are updated and the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

OR

c. Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.2.14 Select Range Ring Menu - Local Purchase. To review and adjust local purchase requisitions, select LOCAL PURCHASE from the Modify Candidates Ring Menu. The Select Range Ring Menu - Local Purchase is displayed. Use this ring menu (fig. 5.4-52) to select the category of local purchase requisitions you want to review and adjust.

SELECT RANGE: A B C D E R X
Modify all perishable items.

Figure 5.4-52. Select Range Ring Menu - Local Purchase.

a. Select A to review and adjust all perishable items. The Modify Local Purchase Candidates Perishable/All Screen AJK-666 (fig. 5.4-53) is displayed.

b. Select B to review and adjust all semiperishable items. The Modify Local Purchase Candidates Semiperishable/All Screen AJK-666 is displayed.

c. Select C to review and adjust all perishable and semiperishable items at the same time. The Modify Local Purchase Candidates Screen AJK-666 is displayed. See paragraphs 5.4.2.15 thru 5.4.2.19 for processing instructions.

d. Select D to review and adjust selected perishable items. The Modify Local Purchase Candidates Perishable/Selected Screen AJK-666 is displayed.

e. Select E to review and adjust selected semiperishable items. The Modify Local Purchase Candidates Semiperishable/Selected Screen AJK-666 is displayed.

f. Select R and the Modify Candidates Ring Menu is displayed.

g. Select X and the system login screen is displayed.

NOTE: The processing steps for the Modify Local Purchase Candidates Perishable/Semiperishable options are the same throughout. The appropriate screens that follow each data entry screen AJK-666 are displayed in sequence.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.15 Modify Local Purchase Candidates Perishable/All Screen AJK-666. Use this screen (fig. 5.4-53) to enter a required delivery date for the local purchase items you want to adjust. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 19 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES	AJK-666
	PERISHABLE/ALL	
	10 OCT 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-53. Modify Local Purchase Candidates Perishable/All Screen (AJK-666).

a. Enter the RDD and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

(1) Enter Y to confirm and press [ESC]. The Modify Local Purchase Candidates Perishable/All Screen AJK-674 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.16 Modify Local Purchase Candidates Perishable/All Screen AJK-674. Use this screen (fig. 5.4-54) to modify the recommended order quantity for local purchase items. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ. The cursor is positioned in the ROQ field for the first item.

When finished with changes depress <ESC>.								
DATE 19 Sep 91		MODIFY LOCAL PURCHASE CANDIDATES				AJK-674		
PERISHABLE/ALL								
NSN/MCN		ITEM NAME		UI	U/PACK	QTY	RDD	ROQ
8910-00-043-3198		EGGS SHELLS DOM		DZ	CS	6	283	660
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.								
CONFIRM INDICATOR: Y								
Must enter 'Y' or leave blank								

Figure 5.4-54. Modify Local Purchase Candidates Perishable/All Screen (AJK-674).

a. To change the recommended order quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] with no entry and the cursor moves to the next item.
- c. Repeat steps a and b until you adjust all the items you want.
- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field for the first item. You can enter new data.

5.4.2.17 Select LP Output Ring Menu. Use this ring menu (fig. 5.4-55) to choose a print of all the local purchase candidate requisitions that you modify.

SELECT LP OUTPUT: SF 36 RETURN EXIT
Print and lock the SF 36 for PIIN assignment.

Figure 5.4-55. Select LP Output Ring Menu

a. Select SF 36 and the SF 36 - Non-BPA Local Purchase Report (PCN AJK-T71) is printed. Then, the Modify Candidates Ring Menu is displayed.

(1) If there are more items to review, the Modify Local Purchase Candidates All Screen AJK-674 is displayed. See paragraph 5.4.2.16 for processing instructions.

(2) If there are no more items to review, the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

b. Select RETURN and the Modify Local Purchase Candidates All Screen AJK-674 is displayed. When you select RETURN and there are no more items to review, the Modify Candidates Ring Menu is displayed.

c. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.2.18 Modify Local Purchase Candidates Semiperishable/All Screen AJK-674. To modify all local purchase semiperishable requisitions, select B from the Select Range Ring Menu - Local Purchase (para 5.4.2.14). The Modify Local Purchase Candidates Semiperishable/All Screen AJK-666 is displayed. See paragraph 5.4.2.15 for processing steps to complete this screen.

a. This screen (fig. 5.4-56) is displayed when you finish entering data on Screen AJK-666. Use it to adjust the recommended order quantities. The cursor is positioned in the ROQ field.

b. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ.

When finished with changes depress <ESC>.								
DATE	15 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES				AJK-674		
SEMIPERISHABLE/ALL								
NSN/MCN		ITEM NAME		UI	U/PACK	QTY	RDD	ROQ
8920-00-132-7782		CEREAL ASST (72 PK PR BX)		BX	CS	A	182	3000
8920-00-616-0188		FLOUR, RYE 50 LBS LP		BG	BG	1	182	1000
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.								
CONFIRM INDICATOR: Y								
Must enter 'Y' or leave blank								

Figure 5.4-56. Modify Local Purchase Candidates Semiperishable/All Screen (AJK-674).

c. To change the recommended order quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

d. Press [ENTER] with no entry and the cursor moves to the next item.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- e. Repeat steps c and d until you adjust all the items you want.
 - f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- (1) Enter Y to confirm and press [ESC]. The database files are updated and the Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

OR

- (2) Press [ESC] and the cursor moves back to the ROQ field. You can correct your entries.

5.4.2.19 Modify Local Purchase Candidates Perishable/Selected Screen AJK-778. To modify selected local purchase perishable requisitions, select D from the Select Range Ring Menu (para 5.4.2.14). The Modify Local Purchase Candidates Perishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.15 for processing steps to complete this screen.

- a. This screen (fig. 5.4-57) is displayed when you finish entering data on Screen AJK-666. Use it to enter the TIINs for the items you want to adjust. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE 19 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES	AJK-778
PERISHABLE/SELECTED		
TIIN	ITEM NAME	
043-3198	EGGS SHELL DOM	
082-2313	EGGS SHELL 1 DOZ	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-57. Modify Local Purchase Candidates Perishable/Selected Screen (AJK-778).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next line.

c. Repeat this step until you enter all the TIINs you want to adjust.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify Local Purchase Perishable/Selected Screen AJK-674 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.20 Modify Local Purchase Candidates Perishable/Selected Screen AJK-674. Use this screen (fig. 5.4-58) to adjust the recommended order quantity. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ.

When finished with changes depress <ESC>.							
DATE: 19 Sep 91		MODIFY LOCAL PURCHASE CANDIDATES				AJK-674	
PERISHABLE/SELECTED							
				U/PACK			
NSN/MCN	ITEM NAME	UI	U/PACK	QTY	RDD	ROQ	
8910-00-043-3198	EGGS SHELL DOM	DZ	CS	30	182	4020	
8910-00-082-2313	EGGS SHELL 1 DOZ	DZ	CS	24	182	552	

Figure 5.4-58. Modify Local Purchase Candidates Perishable/Selected Screen (AJK-674).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. The cursor is positioned in the ROQ field for the first item.
- b. See paragraph 5.4.2.18 for the remaining processing instructions.
- c. When you complete processing on this screen, the Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

5.4.2.21 Modify Local Purchase Candidates Semiperishable/Selected Screen AJK-778. To modify selected local purchase semiperishable requisitions, select E from the Select Range Ring Menu (para 5.4.2.14). The Modify Local Purchase Candidates Semiperishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.15 for processing steps to complete this screen.

- a. This screen (fig. 5.4-59) is displayed when you finish entering data on Screen AJK-666. Use it to enter the TIINs for the items you want to adjust. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE 19 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES	AJK-778
SEMIPERISHABLE/SELECTED		
TIIN	ITEM NAME	
616-0188	FLOUR, RYE 50 LBS LP	
132-7782	CEREAL ASST (72 PK PR BX)	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-59. Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-778).

- b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next item.
- c. Repeat this step until you enter all the TIINs you want to modify.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-674) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.22 Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-674). Use this screen (fig. 5.4-60) to adjust the recommended order quantity. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ.

When finished with changes depress <ESC>.							
DATE 19 Sep 91		MODIFY LOCAL PURCHASE CANDIDATES				AJK-674	
SEMIPERISHABLE/SELECTED							
NSN/MCN		ITEM NAME		UI	U/PACK	U/PACK	
					QTY	RDD	ROQ
8920-00-616-0188	FLOUR, RYE 50 LBS LP		BG	BG	1	182	2000
8920-00-132-7782	ASST (72 PK PR BX)		BX	CS	1	182	4000
Make changes by keying over the displayed ROQ value.							

Figure 5.4-60. Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-674).

- a. The cursor is positioned in the ROQ field for the first item.
- b. See paragraph 5.4.2.18 for the remaining processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. When you complete processing on this screen, the Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

5.4.2.23 DEL Options Ring Menu. Use this ring menu (fig. 5.4-61) to continue processing, restart the process, return to the Requisitioning Command Menu, or exit processing.

DEL OPTIONS: A B R X
Restart Input

Figure 5.4-61. DEL Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Modify Candidates Ring Menu is displayed.
- c. Select R and the Requisitioning Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.4.2.24 Outputs.

a. SF 36 - Non-BPA Local Purchase Report (PCN AJK-T71) is produced for all adjusted candidate requisitions during the Review/Adjust Candidate Requisitions process.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18h, TISA Requisitions (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 92

DEST: Oct 93

5.4.3 Release Requisitions Process. Use this process to release requisitions to the supply source.

5.4.3.1 Processing Restrictions. You must print the SF 36 through the Review and Adjust Candidate Rqns process (para 5.4.2) before you can release local purchase perishable requisitions.

5.4.3.2 Processing Materials. None.

5.4.3.3 Release Candidate Requisitions Ring Menu. To release candidate requisitions, select C from the Requisitioning Command Menu. The Release Candidate Requisitions Ring Menu is displayed. Use this ring menu (fig. 5.4-62) to select which candidate requisitions you want to release.

RELEASE CANDIDATE REQUISITIONS A B C R X
Release DPSC candidate requisitions.

Figure 5.4-62. Release Candidate Requisitions Ring Menu.

- a. Select A and the Select Perishability Ring Menu (fig. 5.4-63) for DPSC items is displayed.
- b. Select B and the Select Perishability Ring Menu is displayed for local purchase items. See paragraph 5.4.3.10 for processing instructions.
- c. Select C and the Select Perishability Ring Menu is displayed for local purchase special items requisitions. The processing steps for special items are the same as those for local purchase items. See paragraphs 5.4.3.10 thru 5.4.3.13 for processing instructions.
- d. Select R and the Requisitioning Command Menu is displayed.
- e. Select X and the system login screen is displayed.

5.4.3.4 Select Perishability Ring Menu - DPSC. Use this ring menu (fig. 5.4-63) to select the perishability of requisitions you are releasing.

SELECT PERISHABILITY: PERISHABLE SEMIPERISHABLE RETURN EXIT
Release Perishable candidate requisitions.

Figure 5.4-63. Select Perishability Ring Menu - DPSC.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Select PERISHABLE or SEMIPERISHABLE and the Release Candidate Requisitions DPSC Screen AJK-666 is displayed.

NOTE: The data entry screens and processing steps are the same whether you choose to process perishable or semiperishable items. However, only examples of Perishable processing screens are shown.

b. Select RETURN and the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.

c. Select EXIT and the system login screen is displayed.

5.4.3.5 Release Candidate Requisitions DPSC/Perishable Screen AJK-666. Use this screen (fig. 5.4-64) to enter data for the perishable candidate requisitions you want to release. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.

DATE	19 Sep 91	RELEASE CANDIDATE REQUISITIONS	AJK-666
		DPSC/PERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR	
	MMM YYYY		
	PROJECT CODE		
	FUND CODE	TK	
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank			

Figure 5.4-64. Release Candidate Requisitions DPSC/Perishable Screen (AJK-666).

a. Enter the requisition month and year. The cursor moves to the PROJECT CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The Advice Code Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

NOTE: To interrupt processing throughout the Release Rqns process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.4.3.14 for processing instructions.

5.4.3.6 Advice Code Ring Menu - DPSC. Use this ring menu (fig. 5.4-65) to change the advice codes for DPSC requisitions, continue processing, return to the Release Candidate Requisitions Ring Menu, or exit processing.

ADVICE CODE **NO CHANGE** CHANGE RETURN EXIT
NO CHANGE TO ADVICE CODES REQUIRED. CONTINUE PROCESSING.

Figure 5.4-65. Advice Code Ring Menu - DPSC.

a. Select NO CHANGE and the Release Candidate Requisitions DPSC/Perishable Screen AJK-776 is displayed. See paragraph 5.4.3.8 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- b. Select CHANGE and the Release Candidate Requisitions DPSC/Perishable Screen AJK-829 - Advice Codes is displayed.
- c. Select RETURN and the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.
- d. Select EXIT and the system login screen is displayed.

5.4.3.7 Release Candidate Requisitions DPSC/Perishable Screen AJK-829 - Advice Codes. Use this screen (fig. 5.4-66) to enter new advice codes or change the current advice codes.

DATE: 21 Sep 92		RELEASE CANDIDATE REQUISITIONS		AJK-829
		DPSC/PERISHABLE		
WHEN FINISHED ENTERING ADVICE CODES DEPRESS <ESC>				
SUPPLEMENTARY ADDRESS	NSN/MCN	ITEM NAME	ADVICE CODE	
W268TT	8905-00-133-5887	BEEF SHOULDER CLOD	BK	
W268TT	8905-00-050-3192	BEEF PATTIES W/SOY		
W268TT	8905-00-177-5017	BEEF STEWING DICED		
W268TT	8905-00-965-2128	CHIC CUT UP W/O BACK	BK	
W268TT	8905-00-753-6462	PORK HAM WHO ROAST		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.				
CONFIRM INDICATOR: Y				
Must enter 'Y' or leave blank				

Figure 5.4-66. Release Candidate Requisitions DPSC/Perishable Screen (AJK-829) - Advice Codes.

- a. To change the advice code, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] with no entry and the cursor moves to the next item.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- c. Repeat steps a and b until you finish making changes.
 - d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- (1) Enter Y to confirm and press [ESC]. A series of messages is displayed. Then, the Release Candidate Requisitions DPSC/Perishable Screen AJK-776 is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the ADVICE CODE field for the first item. You can correct your entries.

5.4.3.8 Release Candidate Requisitions DPSC/Perishable Screen AJK-776. Use this screen (fig. 5.4-67) to change the fund and project codes. The cursor is positioned in the completed FUND CODE field.

When finished entering data, depress <ESC>.		
DATE: 21 Sep 91	RELEASE CANDIDATE REQUISITIONS	AJK-776
	DPSC/PERISHABLE	
	PRIORITY DESIGNATOR	15
	DEMAND CODE	R
	FUND CODE	TK
	PROJECT CODE	

Figure 5.4-67. Release Candidate Requisitions DPSC/Perishable Screen (AJK-776).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. To change the fund code (if necessary), enter a new one over the old and the cursor moves to the PROJECT CODE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the PROJECT CODE field.

c. Enter a project code (optional) and press [ESC], or press [ESC] with no entry. The total dollar value of your requisition is displayed at the bottom of the screen. Then, the Commit Requisition Ring Menu is displayed.

OR

d. Press [ENTER] with no entry and the cursor moves back to the FUND CODE field. You can correct your entries.

NOTE: When you are releasing DPSC Candidate Requisitions for perishable or semiperishable items, you can only make changes to the fund and project code fields.

5.4.3.9 Commit Requisition Ring Menu. Use this ring menu (fig. 5.4-68) to commit the DPSC requisitions for release and update the database.

COMMIT REQUISITION: **COMMIT** RETURN EXIT
RELEASE THE REQUISITIONS

Figure 5.4-68. Commit Requisition Ring Menu.

a. Select COMMIT and the database files are updated. The DPSC Released Requisitions List Report (PCN AJK-7J1) is printed. Then, the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.

b. Select RETURN and the Requisitioning Command Menu is displayed.

c. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.3.10 Release Candidate Requisitions Local Purchase/Perishable Screen AJK-666. To release local purchase requisitions, select B or C from the Release Candidate Requisitions Ring Menu (para 5.4.3.3). The Select Perishability Ring Menu - Local Purchase is displayed. Select PERISHABLE or SEMIPERISHABLE from this ring menu and the Release Candidate Requisitions Local Purchase Screen AJK-666 is displayed.

- a. Use this screen (fig. 5.4-69) to retrieve the requisitions you are releasing.

When finished entering data, depress <ESC>.		
DATE 21 Sep 91	RELEASE CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/PERISHABLE	
	22 SEP 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-69. Release Candadidate Requisitions Local Purchase/Perishable Screen (AJK-666).

- b. Enter the RDD and press [ESC]. The CONFIRM INDICATOR field is displayed.
- OR
- c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Release Local Purchase Requisitions Local Purchase/Perishable Screen AJK-671 (fig. 5.4-70) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.3.11 Release Local Purchase Requisitions Local Purchase/Perishable PIIN Screen AJK-671.
Use this screen (fig. 5.4-70) to change the RDD (if necessary) and enter a PIIN to release the requisitions.

When finished entering data, depress <ESC>.			
DATE	21 Sep 91	RELEASE LOCAL PURCHASE REQUISITIONS	AJK-671
		LOCAL PURCHASE/PERISHABLE	
MUST HAVE A PIIN TO RELEASE LOCAL PURCHASE REQUISITIONS			
REQUIRED DELIVERY DATE:		22 SEP 91	
		DD MMM YY	
PIIN:	DABT59	- 91	- A - 4321
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-70. Release Local Purchase Requisitions Local Purchase/Perishable PIIN Screen (AJK-671).

- a. To change the RDD, enter a new one over the old and press [ENTER]. The cursor moves to the partially completed PIIN field.
- b. Complete the PIIN and the cursor automatically moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm and press [ESC]. The Release Candidate Requisitions Local Purchase/Perishable Screen AJK-777 (fig. 5.4-71) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.3.12 Release Candidate Requisitions Local Purchase/Perishable Screen AJK-777. Use this screen (fig. 5.4-71) to change the requisition quantity and enter the contract price. This screen displays the PIIN, RDD, NSN/MCN, item name, unit of issue, order quantity, contract price, and extended price. The cursor is positioned in the ORDER QTY field.

When finished entering data, depress <ESC>.						
DATE: 22 Sep 91		RELEASE CANDIDATE REQUISITIONS			AJK-777	
LOCAL PURCHASE/PERISHABLE						
PIIN: DABT59-91-A-4321		REQUIRED DELIVERY DATE:		22 SEP 91		
NSN/MCN	ITEM NAME	UI	ORDER QTY	CONTRACT PRICE	EXTENDED PRICE	
8910-00-043-3198	EGGS SHELL DOM	DZ	600	\$.6900	\$ 414.00	
8910-00-082-2313	EGGS SHELL 1 DOZ	DZ	552	.7900	436.08	
TOTAL EXTENDED PRICE					850.08	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.						
CONFIRM INDICATOR:						
Must enter 'Y' or leave blank						

Figure 5.4-71. Release Candidate Requisitions Local Purchase/Perishable Screen (AJK-777).

a. To change the order quantity, enter a new one over the old and press [ENTER]. The cursor moves to the CONTRACT PRICE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the CONTRACT PRICE field.

c. Enter the contract price and press [ENTER]. The extended price is displayed and the cursor moves to the next item.

d. Repeat steps a thru c until you finish your order.

e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. A series of messages is displayed. Then, the Local Purchase Restart Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ORDER QTY field for the first item. You can enter new data.

5.4.3.13 Local Purchase Restart Ring Menu. Use this ring menu (fig. 5.4-72) to enter another PIIN for items left on the Release Candidate Requisitions Local Purchase Screen AJK-777 (fig. 5.4-71) with order quantities of zero.

LOCAL PURCHASE RESTART: CONTINUE FINISHED RETURN EXIT
Restart LP Process with another PIIN

Figure 5.4-72. Local Purchase Restart Ring Menu.

a. Select CONTINUE, and the Release Local Purchase Requisitions Local Purchase/Perishable Screen AJK-671 (fig. 5.4-70) is displayed when there are more local purchase records to process.

b. Select FINISHED and all items with an order quantity of zero are deleted from the order. Then, the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.

c. Select RETURN and the Release Candidate Requisitions Ring Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.4.3.14 Process Interrupt Ring Menu. Use this ring menu (fig. 5.4-73) to continue processing, return to the Release Candidate Requisitions Ring Menu, return to the Requisitioning Command Menu, or exit processing.

PROCESS INTERRUPT Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing on this screen

Figure 5.4-73. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the Release Candidate Requisitions Ring Menu is displayed.
- c. Select Discard & Return and the Requisitioning Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.4.3.15 Outputs.

- a. The DPSC Released Requisitions List Report (PCN AJK-7J1) is printed for all released DPSC requisitions.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18h, TISA Requisitions (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 93 DEST: Oct 94

5.4.4 Create Special Items Requisitions Process. Use this process to create requisitions for items not normally stocked at the TISA.

5.4.4.1 Processing Restrictions. None.

5.4.4.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.4.3 Create Special Items Requisitions Command Menu. To create special item requisitions, select D from the Requisitioning Command Menu. The Create Special Items Requisitions Command Menu is displayed. Use this menu (fig. 5.4-74) to select the supply source and commodity group for special item requisitions.

NOTE: When you are running this process with a large number of users, you may encounter an MIF table lock. A message is displayed: **The MIF table is locked by another user.**

Press R to retry the process.

OR

Press X to exit processing.

CREATE SPECIAL ITEMS REQUISITIONS: A B C D R X		
Create requisitions for DPSC perishable special items		
DATE: 16 Sep 92 CREATE SPECIAL ITEMS REQUISITIONS COMMAND MENU AJK-670		
OPTION CODE	RING MENU OPTION SELECTIONS	
A	DPSC PERISHABLE	
B	DPSC SEMIPERISHABLE	
C	NON-BPA LOCAL PURCHASE PERISHABLE	
D	NON-BPA LOCAL PURCHASE SEMIPERISHABLE	
R	RETURN TO REQUISITIONING COMMAND MENU	
X	EXIT TISA PROCESSING	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 5.4-74. Create Special Items Requisitions Command Menu Screen (AJK-670).

- a. Select options A or B and the Create Special Items Requisitions DPSC Perishable/Semiperishable Screen AJK-665 is displayed.
- b. Select C or D and the Create Special Items Requisitions Local Purchase Perishable/Semiperishable Screen AJK-652 is displayed.
- c. Select R and the Requisitioning Command Menu is displayed.
- d. Select X and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.4.4 Create Special Items Requisitions DPSC/Perishable Screen AJK-665. Use this screen (fig. 5.4-75) to enter data when creating special item requisitions for DPSC perishable/semiperishable items. The cursor is positioned in the REQUIRED DELIVERY DATE field.

[]
DATE: [16 Sep 92]	AJK-665
CREATE SPECIAL ITEMS REQUISITIONS	
[DPSC/PERISHABLE]	
REQUIRED DELIVERY DATE: [30][SEP][92]	
DD MM YY	
PROJECT CODE: []	
FUND CODE: [TK]	
SUPPLEMENTARY ADDRESS CODE: [Y00000]	
SIGNAL CODE: [A]	
PRESS <ESC> WHEN FINISHED ENTERING DATA	
[TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.]	
[CONFIRM INDICATOR]: [C]	
Enter 'Y' to confirm or leave blank to continue input and press <ESC>	

Figure 5.4-75. Create Special Items Requisitions DPSC/Perishable Screen (AJK-665).

- a. Enter the RDD and press [ENTER]. The cursor moves to the PROJECT CODE field.
- b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

- c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.
- d. To change the fund code, type a new one over the old and press [ENTER]. The cursor moves to the completed SUPPLEMENTARY ADDRESS CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

e. To change the supplementary address, type a new one over the old and press [ENTER]. The cursor moves to the SIGNAL CODE field.

OR

f. Press [ENTER] with no entry and the cursor moves to the SIGNAL CODE field.

g. When you change the supplementary address, the signal code is automatically changed to provide supply and shipping status to the ordering activity and supplementary addressee.

h. To change the signal code, type a new one over the old and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

i. Press [ENTER] and the cursor moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.

(1) To confirm, enter Y and press [ESC]. The Create Special Items Requisitions DPSC/Perishable Screen AJK-778 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

<p>NOTE: To interrupt processing throughout the Create Special Items Requisitions process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.4.4.12 for processing instructions.</p>
--

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.4.5 Create Special Items Requisitions DPSC/Perishable Screen AJK-778. Use this screen (fig. 5.4-76) to enter TIINs for the special items being requested. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 27 Sep 91	CREATE SPECIAL ITEMS REQUISITIONS DPSC/PERISHABLE	AJK-778
TIIN	ITEM NAME	
135-5787	VEG FZN CORN ON COB 48 EA	
403-9592	BACON SLICED FZN SHINGLE	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-76. Create Special Items Requisitions DPSC/Perishable Screen (AJK-778).

- a. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next field.
- b. Repeat this step until you enter all the TIINs you want to requisition.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Special Items Requisitions DPSC/Perishable Screen AJK-830 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.4.6 Create Special Items Requisitions DPSC/Perishable Screen AJK-830. Use this screen (fig. 5.4-77) to enter the recommended order quantities and advice codes for DPSC special item requisitions. The NSN/MCN, item name, unit of issue, unit pack, and unit pack quantity are displayed. Data entry fields are displayed for the ROQ and advice code. The cursor is positioned in the ROQ field for the first item.

When finished with changes depress <ESC>.							
DATE: 27 Sep 91		CREATE SPECIAL ITEMS REQUISITIONS				AJK-830	
DPSC/PERISHABLE							
REQUIRED DELIVERY DATE: 31 Sep 91							
NSN/MCN	ITEM NAME	UI	U/PACK	QTY	ROQ	ADV	CD
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	CS	45	450		
8915-01-135-5787	VEG FZN CORN ON COB 48 EA	BX	CS	1	5		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
CONFIRM INDICATOR: Y							
Must enter 'Y' or leave blank							

Figure 5.4-77. Create Special Items Requisitions DPSC/Perishable Screen (AJK-830).

a. Enter the recommended order quantity and press [ENTER]. The cursor moves to the ADV CD field.

b. Enter the advice code (optional) and press [ENTER]. The cursor moves to the next item.

OR

c. Press [ENTER] with no entry and the cursor moves to the next item.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Press [ESC] with no entry and the cursor moves back to the ROQ field for the first item. You can correct your entries.

OR

(2) Enter Y and press [ESC]. The Release Special Items Requisitions DPSC/Perishable Screen AJK-776 is displayed. See paragraph 5.4.4.8 for processing instructions.

5.4.4.7 Release Special Items Requisitions DPSC/Perishable Screen AJK-776. Use this screen (fig. 5.4-78) to enter the priority designator, demand, fund, and project codes (if required). The cursor is positioned in the PRIORITY DESIGNATOR field.

When finished entering data, depress <ESC>.		
DATE: 27 Sep 91	RELEASE SPECIAL ITEMS REQUISITIONS	AJK-776
	DPSC/PERISHABLE	
	PRIORITY DESIGNATOR	02
	DEMAND CODE	R
	FUND CODE	TK
	PROJECT CODE	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-78. Release Special Items Requisitions DPSC/Perishable Screen (AJK-776).

a. To change the priority designator code, enter a new one over the old and the cursor moves to the DEMAND CODE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the DEMAND CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. Enter a new demand code over the old (if necessary) and the cursor moves to the completed FUND CODE field.

OR

d. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

e. Enter a new fund code over the old and the cursor moves to the PROJECT CODE field.

OR

f. Press [ENTER] with no entry and the cursor moves to the PROJECT CODE field.

(1) Enter a project code (optional) and press [ESC]. The Commit Requisitions Ring Menu is displayed. See paragraph 5.4.4.9 for processing instructions.

OR

(2) Press [ENTER] with no entry and the cursor moves back to the PRIORITY DESIGNATOR field. You can correct your entries.

5.4.4.8 Commit Requisition Ring Menu. Use this ring menu (fig. 5.4-79) to commit requisitions, start this process again, return to the Requisitioning Command Menu, or exit processing.

COMMIT REQUISITION: Commit Begin Again Return Exit
Release requisition and update files

Figure 5.4-79. Commit Requisition Ring Menu.

- a. Select Commit to release the requisitions and update database files. The DPSC Released Requisitions List Report (PCN AJK-7J1) is printed. Then, the Repeat the Process Ring Menu is displayed.
- b. Select Begin Again and the Create Special Items Requisitions Command Menu is displayed. The requisition is not processed.
- c. Select Return and the Requisitioning Command Menu is displayed.
- d. Select Exit and the system login screen is displayed.

5.4.4.9 Repeat the Process Ring Menu. Use this ring menu (fig. 5.4-80) to process another special item requisition or return to the Requisitioning Command Menu.

REPEAT THE PROCESS?: Yes No
Repeat the process that was just completed

Figure 5.4-80. Repeat the Process Ring Menu.

- a. Select Yes and you can process another requisition. The Create Special Items Requisitions Command Menu is displayed.
- b. Select No and the Requisitioning Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.4.10 Create Special Items Requisitions Local Purchase/Perishable Screen AJK-652. To create local purchase special item requisitions, select C or D from the Create Special Items Requisitions Command Menu. The Create Special Items Requisitions Local Purchase Screen is displayed.

a. Use this screen (fig. 5.4-81) to enter data when creating special item requisitions for local purchase perishable or semiperishable items. The cursor is positioned in the REQUIRED DELIVERY DATE field.

```
[
DATE:  [16 Sep 92]          CREATE SPECIAL ITEMS REQUISITIONS          AJK-652
                                [  LOCAL PURCHASE/PERISHABLE  ]

                                REQUIRED DELIVERY DATE:[30][SEP][92]
                                                DD  MMM  YY

                                PRESS <ESC> WHEN FINISHED ENTERING DATA
                                [TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.]
                                [CONFIRM INDICATOR]:[Y]

Enter 'Y' to confirm or leave blank to continue input and press <ESC>
```

Figure 5.4-81. Create Special Items Requisitions Local Purchase/Perishable Screen (AJK-652).

b. Enter the required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y to confirm the delivery date and press [ESC]. The Create Special Items Requisitions Local Purchase/Perishable Screen AJK-778 is displayed. See paragraph 5.4.4.5 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

d. The remaining data entry screens and processing steps for completing special item requisitions for local purchase are the same as in creating DPSC special item requisitions. See paragraph 5.4.4.6 for processing instructions. When you complete your entries on Screen AJK-830, the Standard Form 36 is printed. Then, the Repeat the Process Ring Menu is displayed. See paragraph 5.4.4.10 for processing instructions.

5.4.4.11 Process Interrupt Ring Menu. Use this ring menu (fig. 5.4-82) to continue processing, return to the Create Special Items Requisitions Command Menu, return to the Requisitioning Command Menu, or exit processing.

PROCESS INTERRUPT	Continue	Begin Again	Return	Exit
Ignore interrupt and continue input on this screen				

Figure 5.4-82. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Begin Again and the Create Special Items Requisitions Command Menu is displayed.
- c. Select Return and the Requisitioning Command Menu is displayed.
- d. Select Exit and the system login screen is displayed.

5.4.4.12 Outputs.

- a. The DPSC Released Requisitions List Report (PCN AJK-7J1) or the SF 36 - Non-BPA Local Purchase Report (PCN AJK-T71) is printed based on your selections during the Create Special Items Requisitions process. See appendix C for examples of these reports.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18h, TISA Requisitions (1-year file).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 02

5.4.5 Create Post-Post Requisitions Process. Use this process to create post-post requisitions for DPSC, DSO, commissary, and local purchase non-BPA items.

5.4.5.1 Processing Restrictions. None.

5.4.5.2 Processing Materials. None.

5.4.5.3 Post-Post Requisitions Source Menu. To create post-post requisitions, select E from the Requisitioning Command Menu. The Post-Post Requisitions Source Menu is displayed. Use this menu (fig. 5.4-83) to choose the source of supply for the post-post requisition you want to create.

NOTE: When you are running this process with a large number of users, you may encounter an MIF table lock. A message is displayed: **The MIF table is locked by another user.**

Press R to retry the process.

OR

Press X to exit processing.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

SOURCE: A B C D R X		
Create Post-Post Requisitions for DPSC items		
[
DATE: [16 Jun 90]	POST-POST REQUISITIONS SOURCE MENU	AJK-650
OPTION CODE	DESCRIPTION	
A	DPSC REQUISITIONS	
B	DSO REQUISITIONS	
C	COMMISSARY REQUISITIONS	
D	LOCAL PURCHASE NON BPA REQUISITIONS	
R	RETURN TO THE REQUISITIONING COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE []		

Figure 5.4-83. Post-Post Source Menu (AJK-650).

- a. Select A and the Post-Post Requisitions Perishability Menu - DPSC (fig. 5.4-85) is displayed.
- b. Select B and the Create Post-Post Process DSO/Perishable Screen AJK-781 is displayed. See paragraph 5.4.5.8 for processing instructions.
- c. Select C and the Post-Post Requisitions Perishability Menu - Commissary is displayed. See paragraph 5.4.5.9 for processing instructions.
- d. Select D and the Post-Post Requisitions Perishability Menu - Non-BPA LP is displayed. See paragraph 5.4.5.11 for processing instructions.
- e. Select R and the Requisitioning Command Menu is displayed.
- f. Select X and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.5.4 Perishability Ring Menu - DPSC. Use this menu (fig. 5.4-84) to choose the perishability of DPSC post-post requisition items.

PERISHABILITY: A B R X		
Create Post-Post Requisitions for PERISHABLE items		
[
DATE [16 Jun 90]	POST-POST REQUISITIONS PERISHABILITY MENU	AJK-651
	[DPSC]	
OPTION	DESCRIPTION	
CODE		
A	PERISHABLE ITEMS	
B	SEMIPERISHABLE ITEMS	
R	RETURN TO POST-POST REQUISITIONS SOURCE MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 5.4-84. Post-Post Requisitions Perishability Menu - DPSC (AJK-651).

a. Select A or B to display the Create Post-Post Process DPSC Perishable or Semiperishable Screen AJK-781 (fig. 5.4-85).

NOTE: Processing is the same when creating perishable and semiperishable post-post requisitions for DPSC items. However, the screens show PERISHABLE or SEMI-PERISHABLE, as appropriate.

- b. Select R and the Post-Post Requisitions Source Menu (fig. 5.4-84) is displayed.
- c. Select X and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.5.5 Create Post-Post Process DPSC/Perishable Screen AJK-781. Use this screen (fig. 5.4-85) to enter the order date and required delivery date for DPSC items. The cursor is positioned in the ORDERED DATE field.

[]			
DATE: [16 Jun 90]		CREEATE POST-POST PROCESS				AJK-781	
		{		DPSC/PERISHABLE		}	
[]			
ORDERED DATE							
		[16]		[JUN]		[90]	
		DD		MMM		YY	
				[OR]		[0167]	
						[JULIAN DATE]	
REQUIRED DELIVERY DATE							
		[17]		[JUN]		[90]	
		DD		MMM		YY	
[]		[]		[]		[]	
[] [] TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.				[]			
[CONFIRM INDICATOR:]				[Y]			
Enter 'Y' to confirm or 'N' to continue input amd press <ESC>							

Figure 5.4-85. Create Post-Post Process DPSC/Perishable Screen (AJK-781).

- a. Enter the calendar date and press [ENTER]. The Julian date is displayed.

OR

b. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the calendar date is displayed. Then, the cursor moves to the REQUIRED DELIVERY DATE field.

c. Enter a required delivery date and press [ESC]. The completed CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process DPSC/Perishable Screen AJK-776 is displayed.

NOTE: To interrupt processing throughout the Post-Post process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.4.5.15 for processing instructions.

5.4.5.6 Create Post-Post Process DPSC/Perishable Screen AJK-776. Use this screen (fig. 5.4-86) to modify the priority designator, demand, fund, and project codes for DPSC items. The cursor is positioned in the PRIORITY DESIGNATOR field.

[DATE [16 Jun 90]	CREATE POST-POST PROCESSSS	AJK-776
	[DPSC]
	PRIORITY DESIGNATOR	[15]	
	DEMAND CODE	[R]	
	FUND CODE	[TK]	
	PROJECT CODE	[]	
	[]	[WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
Make any necessary changes, valid entries are 01 to 15 and 99			

Figure 5.4-86. Create Post-Post Process DPSC/Perishable Screen (AJK-776).

a. To change the priority designator code, enter a new one over the old and press [ENTER]. The cursor moves to the DEMAND CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter a new demand code (if necessary) and the cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a fund code (if necessary) and the cursor moves to the PROJECT CODE field.

OR

e. Press [ENTER] with no entry and the cursor moves to the PROJECT CODE field.

f. Enter a project code (optional) and press [ESC]. The Create Post-Post Process DPSC/Perishable Screen AJK-775 (fig. 5.4-87) is displayed.

OR

g. Press [ENTER] with no entry and the cursor moves back to the PRIORITY DESIGNATOR field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.5.7 Create Post-Post Process DPSC/Perishable Screen AJK-775. Use this screen (fig. 5.4-87) to enter the TIINs, document serial numbers, and order quantities for DPSC items. The cursor is positioned in the TIIN field.

[
DATE [16 Jun 90]		CREATE POST-POST PROCESS		AJK-775
[DPSC/PERISHABLE]				
TIIN	ITEM NAME	DON	QTY	
[403-9592]	[BACON SLICED FZN SHINGLE	[W26QKQ0167][0012]	[540]
[050-3192]	[BEEF PATTIES W/SOY	[W26QKQ0167][0047]	[720]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]				
[CONFIRM INDICATOR:][Y]				
Enter 'Y' to confirm or 'N' to continue input and press <ESC>				

Figure 5.4-87 Create Post-Post Process DPSC/Perishable Screen (AJK-775).

- a. Enter a TIIN and press [ENTER]. The item name and partially completed document number are displayed. Then, the cursor moves to the last part of the DON field.
- b. Enter the last four digits of the document number and the cursor moves to the QTY field.
- c. Enter a quantity and press [ENTER]. The cursor moves to the next line.
- d. Repeat steps a thru c to add other items.
- e. When you finish your entries, press [ESC]. The completed CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Press [ESC] and the cursor moves back to the TIIN field for the first item. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Post-Post Requisitions Perishability Menu - DPSC/Perishable is displayed. See paragraph 5.4.5.4 for processing instructions.

5.4.5.8 Create Post-Post Process DSO/Perishable Screen AJK-781. To create a DSO Post-Post requisition, select B from the Post-Post Requisitions Source Menu (para 5.4.5.3). The Create Post-Post Process DSO/Perishable Screen is displayed.

a. Use this screen (fig. 5.4-88) to enter the order date and required delivery date for DSO items. The cursor is positioned in the ORDERED DATE field.

[
DATE [16 Jun 90]	AJK-781
CREATE POST-POST PROCESS	
[DPSC/PERISHABLE]	
ORDERED DATE	[16] [JUN] [90] [OR] [0167]
	DD MMM YY [JULIAN DATE]
	[(YDDD)]
REQUIRED DELIVERY DATE	[17] [JUN] [90]
	DD MMM YY
[]	[] [] [] [] [] []
]	
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]	
[CONFIRM INDICATOR:] [Y]	

Figure 5.4-88 Create Post-Post Process DSO/Perishable Screen (AJK-781).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter the calendar date and press [ENTER]. The Julian date is displayed.

OR

c. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the calendar date is displayed. Then, the cursor moves to the REQUIRED DELIVERY DATE field.

d. Enter the required delivery date and press [ESC]. The completed CONFIRM INDICATOR field is displayed.

(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Screen AJK-776 - DSO Perishable is displayed.

e. The remaining data entry screens and processing steps to complete a post-post requisition for DSO items are the same as in creating DPSC post-post requisitions. See paragraphs 5.4.5.6 and 5.4.5.7 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.5.9 Post-Post Requisitions Perishability Menu - Commissary. To create a commissary post-post requisition, select C from the Post-Post Requisitions Source Menu (para 5.4.5.3). The Post-Post Requisitions Perishability Menu - Commissary is displayed. Use this menu (fig. 5.4-89) to create a post-post requisition for commissary items.

```

PERISHABILITY:  A   B   R   X
Create Post-Post Requisitions for PERISHABLE items
[
DATE [16 Jun 90]          POST-POST REQUISITIONS PERISHABILITY MENU          AJK-651
                           [          COMMISSARY          ]

      OPTION              DESCRIPTION
      CODE
      A                  PERISHABLE ITEMS

      B                  SEMIPERISHABLE ITEMS

      R                  RETURN TO POST-POST REQUISITIONS SOURCE MENU

      X                  EXIT FROM TISA PROCESSING

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.  OPTION CODE: [  ]

```

Figure 5.4-89. Post-Post Requisitions Perishability Menu - COMMISSARY (AJK-651).

- a. Select A or B and the Create Post-Post Process Screen AJK-781 - Commissary (fig. 5.4-90) is displayed.

NOTE: Processing is the same when creating perishable and semiperishable post-post requisitions for commissary items. However, screens show PERISHABLE or SEMIPERISHABLE, as appropriate.

- b. Select R and the Post-Post Requisitions Source Menu is displayed.
- c. Select X and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.4.5.10 Create Post-Post Process Commissary/Perishable Screen AJK-781. Use this screen (fig. 5.4-90) to enter the order date and required delivery date for commissary items. The cursor is positioned in the ORDERED DATE field.

[DATE [16 Jun 90]		CREATE POST-POST PROCESS		AJK-781	
		[COMMISSARY/PERISHABLE]	
ORDERED DATE		[16]	[JUN]	[90]	[OR]	[0167]	
		DD	MMM	YY		[JULIAN DATE]	
						[(YDDD)]	
REQUIRED DELIVERY DATE		[17]	[JUN]	[90]			
		DD	MMM	YY			
[]		[]		[]	[]	[]	[]
]							
		[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]					
		[CONFIRM INDICATOR:][Y]					
Enter 'Y' to confirm or 'N' to continue input and press <ESC>							

Figure 5.4-90 Create Post-Post Process Commissary/Perishable Screen (AJK-781).

- a. Enter the calendar date and press [ENTER]. The Julian date is displayed.

OR

b. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the calendar date is displayed. Then, the cursor moves to the REQUIRED DELIVERY DATE field.

c. Enter a required delivery date and press [ESC]. The completed CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Commissary/Perishable Screen AJK-776 is displayed.

d. The remaining data entry screens and processing steps for completing a post-post requisition for commissary items are the same as in creating DPSC/DSO post-post requisitions. See paragraphs 5.4.5.6 and 5.4.5.7 for processing instructions.

5.4.5.11 Post-Post Requisitions Perishability Menu - Non-BPA LP. To create local purchase post-post requisitions, select D from the Post-Post Requisitions Source Menu (para 5.4.5.3). The Post-Post Requisitions Perishability Menu - Non BPA LP is displayed. Use this menu (fig. 5.4-91) when you create a post-post requisition for local purchase non-BPA items.

PERISHABILITY: A B R X		
Create Post-Post Requisitions for PERISHABLE items		
[
DATE [16 Jun 90]	POST-POST REQUISITIONS PERISHABILITY MENU	AJK-651
	[NON-BPA LP]	
OPTION	DESCRIPTION	
CODE		
A	PERISHABLE ITEMS	
B	SEMIPERISHABLE ITEMS	
R	RETURN TO POST-POST REQUISITIONS SOURCE MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 5.4-91. Post-Post Requisitions Perishability Menu - Non-BPA LP (AJK-651).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Select A or B and the Create Post-Post Process Non BPA LP/Perishable Screen AJK-781 (fig. 5.4-92) is displayed.

NOTE: Processing is the same when creating perishable and semiperishable post-post requisitions for local purchase items. However, the screens show PERISH-ABLE or SEMIPERISHABLE, as appropriate.

b. Select R and the Post-Post Requisitions Source Menu is displayed.

c. Select X and the system login screen is displayed.

5.4.5.12 Create Post-Post Process Non - BPA LP/Perishable Screen AJK-781. Use this screen (fig. 5.4-92) to enter the date ordered, required delivery date, and PIIN. The cursor is positioned in the ORDERED DATE field.

```
[
DATE [16 Jun 90]                CREATE POST-POST PROCESS                AJK-781
                                [   NON-BPA LP/PERISHABLE   ]
                                ]

                                ORDERED DATE                [16] [JUN] [90] [OR] [0167]
                                                                DD   MMM   YY   [JULIAN DATE]
                                                                [YDDD] ]

                                REQUIRED DELIVERY DATE        [17] [JUN] [90]
                                                                DD   MMM   YY

                                [PIIN]                        [DABT59] [-] [90] [-] [A] [1244]
]

                                [ TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR. ]
                                [CONFIRM INDICATOR:][ Y ]

Enter 'Y' to confirm or 'N' to continue input and press <ESC>
```

Figure 5.4-92. Create Post-Post Process Non-BPA LP/Perishable Screen (AJK-781).

a. Enter the date and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter a required delivery date and press [ENTER]. The cursor moves to the partially completed PIIN field.

c. Complete the PIIN and Press [ESC]. The completed CONFIRM INDICATOR field is displayed.

(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Non -BPA LP/Perishable Screen AJK-778 is displayed.

5.4.5.13 Create Post-Post Process Non-BPA LP/Perishable Screen AJK-778. Use this screen (fig. 5.4-93) to enter TIINs for local purchase items. The cursor is positioned in the TIIN field.

[AJK-778
DATE [16 Jun 90]	CREATE POST-POST PROCESS	
	[NON-BPA LP/PERISHABLE]	
TIIN	ITEM NAME	
{043-3198}	[EGGS SHELL DOM]
{	[]
{	[]
{	[]
{	[]
{	[]
{	[]
{	[]
[[]
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]		
[CONFIRM INDICATOR:][Y]		
Enter 'Y' to confirm or 'N' to continue input and press <ESC>		

Figure 5.4-93. Create Post-Post Process Non-BPA LP/Perishable Screen (AJK-778).

a. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Repeat this step until you enter all the local purchase TIINs ordered.

c. When you finish your entries, press [ESC].

(1) Press [ESC] and the cursor moves back to the TIIN field for the first item. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Non BPA LP/Perishable Screen AJK-777 is displayed.

5.4.5.14 Create Post-Post Process Non - BPA LP/Perishable Screen AJK-777. Use this screen (fig. 5.4-94) to enter quantities and contract prices for local purchase items. The PIIN, RDD, NSN/MCN, item name, and unit of issue are displayed. Data entry fields are displayed for the order quantity and contract price. The cursor is positioned in the ORDER QTY field for the first item.

[
DATE [16 Jun 90]		CREATE POST-POST PROCESS			AJK-777	
		[NON-BPA LP/PERISHABLE]				
PIIN: [DABT59-90-A-1234]		REQUIRED DELIVERY DATE: [17Jun 90]				
NSN/MCN		ITEM NAME	UI	ORDER QTY	CONTRACT PRICE	EXTENDED PRICE
[8910-00-043-3198],		[EGGS SHELL DOM][DZ]	[60]	[0.8900]\$	[53.40]
[] [][]	[]	[]	[]
[] [][]	[]	[]	[]
[] [][]	[]	[]	[]
[] [][]	[]	[]	[]
[] [][]	[]	[]	[]
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]						
[CONFIRM INDICATOR:][Y]						
Enter 'Y' to confirm or 'N' to continue input and press <ESC>						

Figure 5.4-94. Create Post-Post Process Non-BPA LP/Perishable Screen (AJK-777).

a. Enter a quantity and press [ENTER]. The cursor moves to the CONTRACT PRICE field.

NOTE: When you change a contract price, the following messages are displayed: **PRICE FOR NSN 8910-00-043-3198 WILL BE CHANGED FROM \$0.6900 TO \$0.7900**, and **RECEIPTS POSTED WITH AN INCORRECT PRICE MUST BE REVERSED BEFORE PRICE CHANGE**. Then, the cursor moves back to the completed CONFIRM INDICATOR field.

b. Enter the contract price and press [ENTER]. The extended price is displayed and the cursor moves to the next item.

c. Repeat steps a and b until you finish your order.

d. When you finish your entries, press [ESC]. The completed CONFIRM INDICATOR field is displayed.

(1) Press [ESC] and the cursor moves back to the ORDER QTY field for the first item. You can enter new data.

OR

(2) Enter Y to confirm and press [ESC]. The database files are updated and the Post-Post Requisitions Perishability Menu - Non - BPA LP/Perishable is displayed. See paragraph 5.4.5.11 for processing instructions.

5.4.5.15 Process Interrupt Ring Menu. Use this ring menu (fig. 5.4-95) to continue processing, start over, return to the Requisitioning Command Menu, or exit processing.

PROCESS INTERRUPT: **CONTINUE** START OVER DISCARD & RETURN eXit
Ignore interrupt and continue normal processing on this screen.

Figure 5.4-95. Process Interrupt Ring Menu.

a. Select CONTINUE and you can continue processing on the same screen.

- b. Select START OVER to display ring menus as follows:
 - (1) When you are creating post-post requisitions for DPSC items, the Post-Post Requisitions Perishability Menu - DPSC/Perishable is displayed.
 - (2) When you are creating post-post requisitions for DSO items, the Post-Post Requisitions Source Menu is displayed.
 - (3) When you are creating post-post requisitions for commissary items, the Post-Post Requisitions Perishability Menu - Commissary/Perishable is displayed.
 - (4) When you are creating post-post requisitions for local purchase items, the Post-Post Requisitions Perishability Menu - Non-BPA LP/Perishable is displayed.
- c. Select DISCARD & RETURN and the Requisitioning Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.4.5.16 Outputs. No reports are printed during this process.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.5.1 Process Receipts Process. Use this process to determine the receipt source you want to enter for processing.

5.5.1.1 Processing Restriction. None.

5.5.1.2 Processing Materials. None.

5.5.1.3 Process Receipt Screen AJK-717. To process a receipt, select A from the Receipts Command Menu. The Process Receipt Screen AJK-717 (fig. 5.5-2) is displayed. This screen contains five processes and two exit options.

RECEIPTS COMMAND MENU: A B C D E R X		
PROCESS DPSC RECEIPT		
[]
DATE: [15 MAR 92]	PROCESS RECEIPT	AJK-717
OPTION CODE	DESCRIPTION	
A	DPSC	
B	DSO	
C	COMMISSARY	
D	LOCAL PURCHASE	
E	TURN-IN	
R	RETURN TO RECEIPTS COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 5.5-2. Process Receipts Screen (AJK-717).

a. Use the [SPACE BAR] to highlight the option you want and press [ENTER]. The Enter DONs for Receipt Screen AJK-711 is displayed.

OR

b. Press the letter of the option you want to run. The Enter DONs for Receipt Screen AJK-711 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.5.1.3.1 DPSC Option. To begin processing DPSC receipts, select A and the Enter DONs for Receipt Screen AJK-711 (fig. 5.5-3) is displayed.

NOTE: When you select options A, B, or C to process a receipt, the Enter DONs for Receipt Screen AJK-711 is displayed. See paragraphs 5.5.1.3.1 thru 5.5.1.3.7 for processing steps.

5.5.1.3.2 Enter DONS for Receipt Screen AJK-711. Use this screen to enter document numbers for the items you receipt for. The cursor is positioned in the REQUISITION DODAAC field.

[]
DATE: [15 Mar 92]	AJK-711
ENTER DONS FOR RECEIPT	
REQUISITION DODAAC: [W26QKQ]	
DOCUMENT NUMBER (LAST 8 # 'S)	SUFFIX CODE
[01580107]	[A]
[01580108]	[A]
[01580047]	[A]
[01580042]	[A]
[01580044]	[A]
[01580049]	[A]
[01580069]	[A]
[] [PRESS <ESC> AFTER ENTERING LAST DOCUMENT NO.]	
VALID SC: A-H, J-M, Q, T-X FROM RCT DOC. LEAVE BLANK FOR COMPLETE SHIPMENT.	

Figure 5.5-3. Enter DONs for Receipt Screen (AJK-711).

a. To change the requisition DODAAC, type in a new six-position DODAAC over the old and press [ESC]. The cursor moves to the DOCUMENT NUMBER field.

OR

b. Press [ESC] with no entry and the cursor moves to the first DOCUMENT NUMBER field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter the last eight digits of the document number for each item and press [ENTER]. The cursor moves to the SUFFIX CODE field.

(2) Enter a suffix code from the receipt document, or leave the field blank for a complete shipment. Press [ENTER] and the cursor moves to the next DOCUMENT NUMBER field.

c. When you finish your entries, press [ESC]. The Validate Receipt Data Screen AJK-712 is displayed.

NOTE: To interrupt processing throughout the Receipts subfunction, press [DELETE] and the Process Interrupt Ring Menu is displayed. See paragraph 5.5.1.3.6 for processing instructions.

5.5.1.3.3 Validate Receipt Data Screen AJK-712. Use this screen (fig. 5.5-4) to validate your receipt data. This screen displays the document number, NSN, unit of issue, unit price, requisition quantity, quantity due-in, receipt quantity, item name, suffix code, and shipment indicator. The cursor is positioned in the RECEIPT DATA column, NATL STOCK NUM field.

[]
DATE: [15 Mar 92]		VALIDATE RECEIPT DATA	AJK-712
FIELD	REQUISITION RECORD	RECEIPT DATA	
DOCUMENT NUMBER	: [W26QKQ011580107]		
NATL STOCK NUM	: [8905-00-403-9592]	[8905-00-403-9592]	
UNIT OF ISSUE	: [LB]	[LB]	
UNIT PRICE	: [\$1.14]	[\$1.14]	
REQUISITION QTY	: [180]		
QTY DUE-IN	: [140]		
RECEIPT QTY	: [40]	
ITEM NAME	: [BACON SLICED FZN SHINGLE]	[BACON SLICED FZN SHINGLE]	
SUFFIX CODEE	:	[A]	
SHIPMENT	:	[P]	
[] [AFTER ENTERING DATA, PRESS <ESC>.] []			

Figure 5.5-4. Validate Receipt Data Screen (AJK-712).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Change the stock number (if necessary) by typing in new data over the old and pressing [ENTER]. The cursor moves to the UNIT PRICE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the UNIT PRICE field.

(1) Enter a new price (if applicable) and press [ENTER]. The cursor moves to the RECEIPT QTY field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the RECEIPT QTY field.

c. Enter the receipt quantity and press [ENTER]. The cursor moves to the SUFFIX CODE field.

NOTE: If the receipt quantity exceeds the requisition quantity, a message is displayed:
WARNING - QTY RECEIVED GREATER THAN QTY DUE-IN. A zero is displayed in the QTY DUE-IN field.

d. Enter the suffix code (optional) and press [ENTER]. The cursor moves to the SHIPMENT IND field.

e. Enter the shipment indicator code (P = Partial or F = Final) and press [ESC]. The next item is displayed. Repeat steps a thru e until all document numbers are processed.

f. When the last document is processed, the cursor moves to the CONFIRM RECEIPT field.

(1) Enter C and press [ESC] to confirm. The Close Receipt Screen AJK-721 is displayed with the Process Another Receipt Ring Menu at the top of the screen. See paragraph 5.5.1.3.5 for processing instructions.

OR

(2) Press [ESC] with no entry and a message: **THE RECEIPT WILL NOT BE PROCESSED** is displayed. Then, the Process Another Receipt Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.5.1.3.4 Close Receipt Screen AJK-721. Use this screen (fig. 5.5-5) to review your receipt data.

PROCESS ANOTHER RECEIPT: : YES NO	
Process another receipt	
DATE: 15 Mar 92 AJK-721	CLOSE RECEIPT
VRGC NUMBER (IF ANY) : 012	
CLOSING DATE : 15 Mar 92	
NUMBER OF ITEMS : 1	
TOTAL PERISHABLE: \$45.60	
TOTAL SEMI-PERISHABLE: \$0.00	
GRAND TOTAL : : \$45.60	

Figure 5.5-5. Close Receipts Screen (AJK-721).

a. This screen displays the VRGC number (if any), closing date, number of items, total dollar amount for perishable, total dollar amount for semiperishable, and grand total dollar amount.

b. When you finish reviewing this screen, select YES or NO from the Process Another Receipt Ring Menu to continue processing.

5.5.1.3.5 Process Another Receipt Ring Menu. Use this ring menu (fig. 5.5-6) to process another receipt or return to the Process Receipt Screen AJK-717 (fig. 5.5-2).

PROCESS ANOTHER RECEIPT: : YES NO
Process another receipt

Figure 5.5-6. Process Another Receipt Ring Menu.

- a. Select YES and the Enter DONs for Receipt Screen AJK-711 is displayed.
- b. Select NO and the Process Receipt Screen AJK-717 is displayed.

5.5.1.3.6 Interrupt Options Ring Menu. Use this ring menu (fig. 5.5-7) to continue processing, start over, return to the Process Receipt Screen, or exit processing.

INTERRUPT OPTIONS:	CONTINUE	START OVER	DISCARD & RETURN	EXIT
Ignore interrupt and continue normal processing on this screen				

Figure 5.5-7. Interrupt Options Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can restart this process.
- c. Select DISCARD & RETURN and the Process Receipt Screen AJK-717 is displayed.
- d. Select EXIT and the system login screen is displayed.

5.5.1.3.7 Outputs. No reports are printed during this process.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.5.1.3.8 Local Purchase Option. To begin processing local purchase receipts, select D from the Process Receipt Screen. The PIIN Entry Screen AJK-867 (fig. 5.5-8) is displayed. Use this screen to complete the PIIN for a local purchase receipt.

<u>CONTRACTING OFFICE PARTIAL FIELD</u>	<u>FY FIELD</u>	<u>TYPE OF CONTRACT FIELD</u>	<u>VENDOR ASSIGNED CODE</u>
<div style="display: flex; justify-content: space-between;">DATE: [15 Mar 92]PIIN ENTRYAJK-867</div> <div style="text-align: center; margin-top: 20px;">PIIN[DABT59] - [90] - [T] - [C123]</div> <div style="text-align: center; margin-top: 40px;">[] ENTER THE PIIN AND DEPRESS <ESC></div>			

The diagram shows a terminal window titled 'PIIN ENTRY' with 'AJK-867' in the top right corner. The date 'DATE: [15 Mar 92]' is in the top left. The main input area shows 'PIIN[DABT59] - [90] - [T] - [C123]'. Below this is a prompt '[] ENTER THE PIIN AND DEPRESS <ESC>'. Four arrows point from labels above to the fields: 'CONTRACTING OFFICE PARTIAL FIELD' points to 'DABT59'; 'FY FIELD' points to '90'; 'TYPE OF CONTRACT FIELD' points to 'T'; and 'VENDOR ASSIGNED CODE' points to 'C123'.

Figure 5.5-8. PIIN Entry Screen (AJK-867).

- a. The contracting office partial PIIN is displayed with the cursor positioned in the FY field.
 - (1) To change the fiscal year, enter a new one over the old and the cursor moves to the TYPE CONTRACT field.
 - OR
 - (2) Press [ENTER] and the cursor moves to the TYPE CONTRACT field.
 - (3) Enter the type contract code and the cursor moves to the VENDOR ASSIGNED CODE field.
 - (4) If you enter an invalid PIIN, an error message is displayed. Then, an Options Ring Menu is displayed at the top of the screen. See paragraph 5.5.1.3.9 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. When you finish entering the vendor assigned code, press [ESC]. The Enter Quantity Received Screen AJK-710 is displayed.

5.5.1.3.9 Options Ring Menu. Use this ring menu (fig. 5.5-9) to re-enter a PIIN or exit the process.

OPTIONS: Re-enter eXit Enter another piin
--

Figure 5.5-9. Options Ring Menu.

a. Select Re-enter and the cursor moves back to the FY field. You can continue processing.

b. Select eXit and the Process Receipt Screen AJK-717 is displayed.

5.5.1.3.10 Enter Quantity Received Screen AJK-710. Use this screen (fig. 5.5-10) to enter the quantity you receive. This screen displays the PIIN, NSN/MCN, item name, unit of issue, suffix code, shipping indicator, standard price, receipt price, and quantity received.

DATE: 15 Mar 92		ENTER QUANTITY RECEIVED				AJK-710	
PIIN: DABT59-90-T-C123							
NSN/MCN	ITEM NAME	UI	S C	S I	STD PRICE	RECEIPT PRICE	QTY RECEIVED
8920-00-132-7782	CEREAL ASST (72 PK PR BX)	BX		P	\$ 8.81	\$5.7600	1
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.							
Valid SC: A-H, J-M, Q, T-X from RCT Doc. Leave BLANK for complete shipment.							

Figure 5.5-10. Enter Quantity Received Screen (AJK-710).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. The cursor is positioned in the SUFFIX CODE field for the first item. Valid suffix codes are displayed at the bottom of the screen.

(1) Enter a suffix code (optional) and press [ENTER]. The cursor moves to the SHIPMENT INDICATOR field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the SHIPMENT INDICATOR field.

(3) Enter the shipping indicator code (P = Partial or F = Final) and press [ENTER]. The cursor moves to the QTY RECEIVED field.

b. Enter the quantity received and press [ENTER]. The cursor moves to the next item. Repeat these steps until you receipt for all the items.

c. When you finish your entries, press [ESC]. The Local Purchase Receipt Recap Screen AJK-707 is displayed.

5.5.1.3.11 Local Purchase Receipt Recap Screen AJK-707. Use this screen (fig. 5.5-11) to review the items and total extended cost for a receipt.

DATE: 15 Mar 92		LOCAL PURCHASE RECEIPT RECAP				AJK-707	
PIIN: DABT59-90-T-C123							
NSN/MCN	ITEM NAME	UI	S C	S I	STD PRICE	QTY RCVED	EXTENDED PRICE
8920-00-132-7782	CEREAL ASST (72 PK PR BX)	BX		P	\$ 8.81	1	\$ 8.81
TOTAL EXTENDED PRICE							\$ 8.81
ENTER A "C" TO CONFIRM OR LEAVE BLANK, PRESS <ESC> WHEN DONE: C							

Figure 5.5-11. Local Purchase Receipt Recap Screen (AJK-707).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. This screen displays the PIIN, NSN/MCN, item name, unit of issue, suffix code, shipping indicator code, standard price, quantity received, extended price per item, and total extended price.

b. You can use the following keys to review this screen:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC] and the CONFIRM OPTION field is displayed.

(1) Enter C and press [ESC] to confirm. The Close Receipt Screen AJK-721 is displayed with the following message: * * * **RECEIVING REPORT WILL BE PRINTED** * * *. See paragraph 5.5.1.3.4 for processing instructions.

OR

(2) Press [ESC] with no entry and the message: **THIS RECEIPT WILL NOT BE PROCESSED** is displayed. Then, the Options Ring Menu is displayed.

5.5.1.3.12 Options Ring Menu. Use this ring menu (fig. 5.5-12) to process another local purchase receipt or return to the Process Receipt Menu.

OPTIONS: Repeat eXit Process another local purchase receipt
--

Figure 5.5-12. Options Ring Menu.

a. Select Repeat and the PIIN Entry Screen AJK-867 is displayed.

b. Select eXit and the Process Receipt Screen is displayed.

5.5.1.3.13 Outputs.

a. The SF 36 - Local Purchase Receiving Report (PCN AJK-VC1) is printed during this process. See appendix C for an example of this report.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.5.1.3.14 Turn-in Option. To begin processing turn-ins, select E from the Process Receipt Screen. The Enter Turn-in Number Screen AJK-868 (fig. 5.5-13) is displayed. Use this screen to enter the turn-in number for a receipt.

5.5.1.3.14.1 Processing Restrictions. None.

5.5.1.3.14.2 Processing Materials. For more information, use the following materials:

a. On-line customers must give TISA a copy of the Turn-in to TISA Report (PCN AJK-468).

b. Off-line customers must give TISA a DA Form 3161 (Request for Issue or Turn-in).

[]	
DATE: [16 Jun 90	ENTER TURN-IN NUMBER	AJK-868	
TURN-IN NUMBER	[P3700][0166][0011]		
	CUSTOMER YDDD SERIAL		
RECEIPT DATE	[16] [JUN] [90]		
	DD MMM YY		
[] ENTER THE TURN-IN NUMBER AND DEPRESS <ESC>			
Enter the day the item was turned in.			

Figure 5.5-13. Enter Turn-in Number Screen (AJK-868).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. The cursor is positioned in the CUSTOMER field. Enter a six-position customer ID code and the cursor moves to the YDDD field.
- b. Enter a Julian date and the cursor moves to the SERIAL field.
- c. Enter a four-digit serial number and press [ESC]. The Enter Turn-in Data Screen AJK-716 (para 5.5.1.3.16) or the Review Turn-in Data Screen AJK-709 (para 5.5.1.3.17) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER field. You can correct your entries.
- e. When the turn-in number is not on the Receipt Header File, the Enter Turn-in Ring Menu is displayed.

5.5.1.3.15 Enter Turn-in Ring Menu. Use this ring menu (fig. 5.5-14) to create a turn-in number, return to the Process Receipt Screen, or exit processing.

ENTER TURN-IN: ENTER RETURN eXit
ENTER TURN-IN DATA FOR CUSTOMER

Figure 5.5-14. Enter Turn-in Ring Menu.

- a. Select ENTER and you can create a turn-in number for the customer.
- b. Select RETURN and the Process Receipt Screen AJK-717 is displayed.
- c. Select eXit and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1 1 July 2001

5.5.1.3.16 Enter Turn-in Data Screen AJK-716. Use this screen (fig. 5.5-14A) to enter TIINs for items being turned in by off-line customers or on-line customers that did not process a turn-in through the system. The cursor is positioned in the TIIN field for the first item.

[ENTER TURN-IN DATA]					
DATE: [16 Jun 90]				AJK-716	
TURN-IN NUMBER: [P3700 -0165-0001]					
TIIN	ITEM NAME	UI	UNIT PRICE	RECEIPT QTY	EXTENDED PRICE
[782-3195]	[BUTTER PATTIES SURPLUS][LB]	[\$0.12]	[50]	\$ [6.00]
[125-8440]	[CHEESE NAT CHEDDAR][LB]	[\$1.66]	[100]	[166.00]
[063-3121]	[VEAL ROAST][LB]	[\$2.45]	[150]	[367.50]
[782-3193]	[BUTTER PRINT SUR 1 LB][LB]	[\$0.09]	[20]	[1.80]
[]	[]][]	[]	[]	[]
[]	[]][]	[]	[]	[]
[]	[]][]	[]	[]	[]
[]	[]][]	[]	[]	[]
WHEN FINISHED ENTERING ALL TURN-IN DATA, DEPRESS <ESC>					
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank and depress <ESC>					

Figure 5.5-14A Enter Turn-in Data Screen (AJK-716).

- a. Enter a TIIN and press [ENTER]. The item name, unit of issue, and unit price are displayed. Then, the cursor moves to the RECEIPT QTY field.
 - b. Enter the quantity received and press [ENTER]. The extended price is displayed and the cursor moves to the next TIIN field.
 - c. Repeat steps a and b until you enter TIINs for all items being turned in.
 - d. When you finish your entries, press [ESC]. The cursor moves to the CONFIRM INDICATOR field.
- (1) Enter C to confirm and press [ESC]. The Close Receipt Screen AJK-721 is displayed with the Process Another Receipt Ring Menu at the top of the screen.

OR

- (2) Press [ESC] with no entry and the message: **TURN-IN WAS NOT CONFIRMED - NO FILES UPDATED** is displayed. Then, the Process Another Receipt Ring Menu is displayed. See paragraph 5.5.1.3.18 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1 1 July 2001

5.5.1.3.17 Review Turn-in Data Screen AJK-709. Use this screen (fig. 5.5-14B) to review items turned in by on-line customers. The sequence number, TIIN, item name, unit of issue, unit price, receipt quantity, and extended price are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the RECEIPT QTY field.

[REVIEW TURN-IN DATA				AJK-709]	
DATE: [16 Jun 90]									
		TURN-IN NUMBER: [P3707 -0166-0003]							
SEQ NO	TIIN	ITEM NAME	UI	UNIT PRICE	RECEIPT QTY	EXTENDED PRICE			
[1]	[126-8804]	[ORANGES FRESH]	[LB]	\$ [0.32]	[50]	\$ [16.00]		
[2]	[164-0485]	[FISH PERCH FILLET FZN]	[LB]	[3.44]	[60]	[206.40]		
[3]	[117-3358]	[LETTUCE UNWR FRESH]	[LB]	[0.29]	[100]	[29.00]		
[4]	[965-2128]	[CHIC CUT UP W/O BACK]	[LB]	[0.80]	[50]	[40.00]		
[]	[]	[]	[]	[]	[]	[]]		
[]	[]	[]	[]	[]	[]	[]]		
[]	[]	[]	[]	[]	[]	[]]		
[]	[]	[]	[]	[]	[]	[]]		
WHEN FINISHED REVIEWING/MODIFYING TURN-IN DATA, DEPRESS <ESC>									
[CONFIRM INDICATOR:][C]									
Enter 'C' to confirm or leave blank and depress <ESC>									

Figure 5.5-14B Review Turn-in Data Screen (AJK-709).

- a. You can review items by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
 - b. To change a quantity, enter a new one over the old and press [ENTER]. The extended price is adjusted and the cursor moves to the next item.
 - c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - (1) Enter C to confirm and press [ESC]. The Close Receipt Screen AJK-721 is displayed with the Process Another Receipt Ring Menu at the top of the screen.
- OR
- (2) Press [ESC] with no entry and a message is displayed: **TURN-IN WAS NOT CONFIRMED - NO FILES UPDATED.** Then, the Process Another Receipt Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.5.1.3.18 Process Another Receipt Ring Menu. Use this ring menu (fig. 5.5-15) to process another turn-in, return to the Process Receipt Screen AJK-717, or exit processing.

PROCESS ANOTHER RECEIPT: PROCESS RETURN EXIT
Process another receipt

Figure 5.5-15. Process Another Receipt Ring Menu.

- a. Select PROCESS and the Enter Turn-in Number Screen AJK-868 is displayed.
- b. Select RETURN and the Process Receipt Screen AJK-717 is displayed.
- c. Select EXIT and the system login screen is displayed.

5.5.1.3.19 Process Interrupt Ring Menu. Use this ring menu (fig. 5.5-16) to continue processing, start over, return to the Receipts Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.5-16. Process Interrupt Ring Menu.

- a. Select CONTINUE and the cursor moves back to the last data entry field you completed.
- b. Select START OVER and you can restart the process.
- c. Select DISCARD & RETURN and the Receipts Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.5.1.3.20 Outputs.

- a. The Turn-in to TISA DA Form 3161 Facsimile Report (PCN AJK-VJ1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report.
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.For example.

COFF: 30 Sep 01 DEST: Oct 03.

5.5.2 Receipt Inquiry Process. Use this process to review information on items receipted for or receipts that are still open.

5.5.2.1 Processing Restrictions. None.

5.5.2.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.5.2.3 Receipt Inquiry Selection Screen AJK-703. Use this screen (fig. 5.5-17) to select which type of inquiry you want to run.

a. Select B from the Receipts Command Menu. The Receipt Inquiry Selection Screen is displayed.

[]												
DATE: [15 Mar 92]	RECEIPT INQUIRY SELECTION	AJK-703												
<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 20%; text-align: center;">OPTION</th><th style="text-align: left;">DESCRIPTION</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td>DETAILED VRGC RECEIPT</td></tr><tr><td style="text-align: center;">2</td><td>DETAILED TURN-IN</td></tr><tr><td style="text-align: center;">3</td><td>SUMMARY OF TURN-INS</td></tr><tr><td style="text-align: center;">4</td><td>RETURN TO THE RECEIPTS COMMAND MENU</td></tr><tr><td style="text-align: center;">5</td><td>EXIT FROM TISA PROCESSING</td></tr></tbody></table>			OPTION	DESCRIPTION	1	DETAILED VRGC RECEIPT	2	DETAILED TURN-IN	3	SUMMARY OF TURN-INS	4	RETURN TO THE RECEIPTS COMMAND MENU	5	EXIT FROM TISA PROCESSING
OPTION	DESCRIPTION													
1	DETAILED VRGC RECEIPT													
2	DETAILED TURN-IN													
3	SUMMARY OF TURN-INS													
4	RETURN TO THE RECEIPTS COMMAND MENU													
5	EXIT FROM TISA PROCESSING													
ENTER THE DESIRED OPTION AND DEPRESS <ENTER> : [1]														
VRGC NUMBER: [11] AND MONTH OF RECEIPT: [MAR]														
TURN-IN NUMBER: [] - [] - []														
Enter the month of the receipt in format [MMM], then depress <ENTER>.														

Figure 5.5-17. Receipt Inquiry Selection Screen (AJK-703).

Enter the month of the receipt in format [MMM], then depress [ENTER].

b. This screen displays three process options and two exit options.

5.5.2.3.1 Detailed VRGC Receipt Option. Use this option to review receipt status for a specific VRGC number.

a. Select 1 from the Receipt Inquiry Selection Screen and press [ENTER]. The cursor moves to the VRGC NUMBER field.

b. Enter a VRGC number and press [ENTER]. The cursor moves to the MONTH OF RECEIPT field.

c. Enter the month of receipt in mmm format and press [ENTER]. The Detailed Receipt Inquiry Screen AJK-705 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

d. This screen (fig. 5.5-18) displays the VRGC number, NSN/MCN, item name, unit of issue, unit price, quantity received, quantity due-in, and shipping indicator. Fourteen items can be displayed at a time.

Use UP or DOWN arrow keys to display all data.							
Depress <Esc> when finished viewing data.							
[
DATE: [15 Mar 92]	DETAILED RECEIPT INQUIRY						AJK-705
[VRGC NUMBER: 11]					
NSN/MCN	ITEM NAME	UNIT ISSUE	UNIT PRICE	QTY REC	QTY DUE-IN	SHP IND	
[8905-00-164-0485]	[FISH PERCH FILLET FZN]	[LB]	[\$3.44]	[200]	[0]	[P]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	

Figure 5.5-18. Detailed Receipt Inquiry Screen (AJK-705).

- e. You can use the following keys to review this screen:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- f. When you finish your review, press [ESC]. The Options Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.5.2.3.2 Options Ring Menu. Use this ring menu (fig. 5.5-19) to continue your review, process another receipt inquiry, or return to the Receipt Command Menu.

OPTIONS: DISPLAY AGAIN ANOTHER INQUIRY RETURN
Re-Display The Data

Figure 5.5-19. Options Ring Menu.

- a. Select DISPLAY AGAIN and the cursor moves back to the first NSN/MCN field.
- b. Select ANOTHER INQUIRY and the Receipt Inquiry Selection Screen AJK-703 is displayed.
- c. Select RETURN and the Receipts Command Menu is displayed.

5.5.2.3.3 Detailed Turn-in Option. Use this option to review turn-in receipts.

- a. Select 2 from the Receipt Inquiry Selection Screen and press [ENTER]. The cursor moves to the TURN-IN NUMBER field.
- b. Enter a six-position DODAAC code and the cursor moves to the JULIAN date field.
- c. Enter a four-digit Julian date and the cursor moves to the SERIAL NUMBER field.
- d. Enter a four-digit serial number and press [ENTER]. The Detailed Receipt Inquiry - Turn-in Screen AJK-705 is displayed.
- e. If you enter invalid turn-in data, an Options Ring Menu is displayed. See paragraph 5.5.2.3.4 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

f. This screen (fig. 5.5-20) displays the turn-in number, NSN/MCN, item name, unit of issue, unit price, quantity received, quantity due-in, and shipping indicator. Fourteen items can be displayed at a time.

[]													
DATE: [15 Mar 92]				DETAILED RECEIPT INQUIRY														AJK-705									
[TURN-IN NUMBER: FB6461-2075-0001]																											
UNITUNITQTYQTYSHP																											
NSN/MCN				ITEM NAMEISSUEPRICERECDUE-ININD																							
[8905-00-164-0485]				[FISH PERCH FILLET FZN]		[LB]		[\$3.44]		[10]		[0] [F]											
[8905-00-209-5923]				[CHITTERLINGS FZN RAW]		[LB]		[\$0.54]		[50]		[0] [F]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]		[]		[]		[]		[]											
[]				[]				[]																			

Figure 5.5-20. Detailed Receipt Inquiry - Turn-in Screen (AJK-705).

g. You can use the following keys to review this screen:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

h. When you finish your review, press [ESC]. The Options Ring Menu is displayed. See paragraph 5.5.2.3.2 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.5.2.3.4 Options Ring Menu. This ring menu (fig. 5.5-21) is displayed when you enter invalid turn-in data on the Receipt Inquiry Selection Screen.

```
OPTIONS:  ANOTHER INQUIRY  RETURN
[
Process Another Inquiry
```

Figure 5.5-21. Options Ring Menu.

- Select ANOTHER INQUIRY and you can continue processing on the same screen.
- Select RETURN and the Receipts Command Menu is displayed.

5.5.2.3.5 Summary of Turn-ins Option. Use this option to review a summary of open and closed turn-in receipts.

- Select 3 from the Receipts Inquiry Selection Screen and press [ENTER].
- The Summary of Turn-ins Screen AJK-708 (fig. 5.5-22) is displayed.

Use UP or DOWN keys to display any more data.			
Depress <Esc> when finished viewing data.			
[
DATE: [15 Mar 92]	SUMMARY OF TURN-INS		AJK-708
TURN-IN NUMBER	DATE RECEIVED	DATE CLOSED	ITEMS RECEIVED
[FB6461-2075-0001]	[15 Mar 92]	[15 Mar 92]	[2]
[YDF006-2049-0010]	[15 Feb 92]	[]	[0]
[YDF006-2051-0011]	[15 Feb 92]	[]	[0]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Figure 5.5-22. Summary of Turn-ins Screen (AJK-708).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. This screen displays the turn-in number, date received, date closed, and number of items received. Twelve items can be displayed at a time.

d. You can use the following keys to review this screen:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and [F4] to page back.

e. When you finish your review, press [ESC]. The Options Ring Menu is displayed. See paragraph 5.5.2.3.4 for processing instructions.

5.5.2.3.6 Outputs. No reports are printed during this process.

5.6 Issues Subfunction.

a. The Issues Subfunction contains processes to record issues to TISA customers, provide credits for commercially procured subsistence, convert ration requests to issue documents, query issue transactions, and update files. It also includes a return to the Stock Accounting Command Menu and an exit from TISA processing. Issues can be processed any time during the month. This subfunction contains five processes and two exit options:

(1) Identify ARCS Customer Requirements (para 5.6.1).

(2) Issue Document Query/Modify/Execute (para 5.6.2).

(3) Harborcraft Commercial Issues (para 5.6.3).

(4) Convert Ration Requests to Issue Document (para 5.6.4).

(5) Other Issues (para 5.6.5).

b. To review the processes in the Issues subfunction, select option E from the Stock Accounting Command Menu.

NOTE: When you are running this subfunction with a large number of users, you may encounter an MIF table lock. A message is displayed: **The MIF table is locked by another user.**

Press R to retry the process.

OR

Press X to exit processing.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. The Issues Command Menu (fig. 5.6-1) is displayed.

ISSUES: A B C D E R X		
IDENTIFY ARCS CUSTOMER REQUIREMENTS		
DATE: 07 MAY 92	ISSUES COMMAND MENU	AJK-818
OPTION CODE	DESCRIPTION	
A	IDENTIFY ARCS CUSTOMER REQUIREMENTS	
B	ISSUE DOCUMENT QUERY/MODIFY/EXECUTE	
C	HARBORCRAFT COMMERCIAL ISSUES	
D	CONVERT RATION REQUESTS TO ISSUE DOCUMENT	
E	OTHER ISSUES	
R	RETURN	
X	EXIT	
ENTER THE DESIRED OPTION CODE THRU THE RING MENU SELECTION. OPTION CODE:		

Figure 5.6-1. Issues Command Menu Screen (AJK-818).

5.6.1 Identify ARCS Customer Requirements Process. Use this process to see which customers have or have not submitted shopping lists to TISA.

5.6.1.1 Processing Restrictions. Run this process only after DFO customer requirements are passed to TISA.

5.6.1.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.1.3 Identify ARCS Customer Requirements Screen AJK-624. To review the shopping list status, select A from the Issues Command Menu. The Identify ARCS Customer Requirements Screen (fig. 5.6-2) is displayed.

[]	
DATE: [11 APR 92]	IDENTIFY ARCS CUSTOMER REQUIREMENTS	AJK-624
<div style="text-align: center; margin-top: 40px;">ISSUE DATE:</div> <div style="text-align: center; margin-top: 20px;">[13 Apr 92]</div> <div style="text-align: center; margin-top: 10px;">DD MMM YY</div>		
Enter The Issue Date, Then Depress <ENTER>!		

Figure 5.6-2. Identify ARCS Customer Requirements Screen (AJK-624).

- a. The cursor is positioned in the ISSUE DATE field.
- b. Enter the date and press [ENTER]. The Identify ARCS Customer Requirements Screen AJK-625 (fig. 5.6-3) is displayed.
- c. To interrupt processing, press [DELETE]. The Exit To: Ring Menu is displayed. See paragraph 5.6.1.6 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.1.4 Identify ARCS Customer Requirements Screen AJK-625. Use this screen (fig. 5.6-3) to review lists of dining facilities with or without shopping lists and print a report for the entered issue date.

DATE: [11 APR 92]	IDENTIFY ARCS CUSTOMER REQUIREMENTS	AJK-625
THE FOLLOWING DINING FACILITIES DO NOT HAVE SHOPPING LISTS FOR [13 APR 92]	THE FOLLOWING DINING FACILITIES HAVE SHOPPING LISTS FOR [13 APR 92]	
[YDF001]	[YDF008]	
[YDF002]	[]	
[YDF003]	[]	
[YDF004]	[]	
[YDF005]	[]	
[YDF006]	[]	
[YDF007]	[]	
[]	[]	
[]	[]	
[]	[]	
[]	[]	

Figure 5.6-3. Identify ARCS Customer Requirements Screen (AJK-625).

- a. This screen displays columns for dining facilities with and without shopping lists.
- b. The customers without shopping lists are displayed first. The cursor is positioned in the field for the first customer.
 - (1) Use the [ENTER] or ARROW keys to move up and down this column.
 - (2) Use the [F3] or [F4] key to page forward and back.
- c. When you finish reviewing this list, press [ESC]. Customers with shopping lists are displayed next.
- d. When you finish your review, press [ESC]. A PRINT OPTION field is displayed.
 - (1) To print the report, enter X and press [ENTER]. The Identify ARCS Customer Requirements Report (PCN AJK-XB1) is printed. Then, the Repeat the Process Ring Menu is displayed. See paragraph 5.6.1.5 for processing instructions.

(2) If you do not want a print, leave the field blank and press [ENTER]. The Repeat the Process Ring Menu is displayed.

5.6.1.5 Repeat the Process Ring Menu. Use this ring menu (fig. 5.6-4) to repeat the process or exit to the Issues Command Menu.

REPEAT THE PROCESS?: YES NO
EXIT TO ISSUES COMMAND OPTIONS

Figure 5.6-4. Repeat the Process Ring Menu.

- a. Select YES and you can repeat the process.
- b. Select NO and the Issues Command Menu is displayed.

5.6.1.6 Exit To: Ring Menu. Use this ring menu (fig. 5.6-5) to continue processing, return to the Issues Command Menu, return to the Stock Accounting Command Menu, or exit processing.

EXIT TO: CONTINUE ISSUES STOCK ACCOUNTING EXIT
CONTINUE PROCESSING

Figure 5.6-5. Exit to: Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select ISSUES and the Issues Command Menu is displayed. You can select another process.
- c. Select STOCK ACCOUNTING and the Stock Accounting Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.6.1.7 Outputs.

a. The Identify ARCS Customer Requirements Report (PCN AJK-XB1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.6.2 Issues - Query/Modify/Execute Process.

a. Use the Issues - Query/Modify/Execute process to query, modify, and execute customer shopping lists and update database files. Issues can be processed any time during the accounting month. This process contains five subprocesses and two exit options:

(1) Query All Issue Documents (para 5.6.2.1).

(2) Query A Specific Issue Document (para 5.6.2.7).

(3) Modify Issue Documents (para 5.6.2.19).

(4) Print DVD Summary Report (para 5.6.2.26).

(5) Execute Issue Documents (para 5.6.2.31).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

NOTE: At the start of each issue day, it is recommended that you select option D to print the Summary of DVD Requirements Report (PCN AJK-XW1). This report is used to show a list of items scheduled for delivery to the warehouse for off-line customers. When you select D, the Issue Document [DVD SMY] Screen AJK-626 is displayed. See paragraph 5.6.2.26 for processing instructions.

b. To review the subprocesses in the Issue Document Query/Modify/Execute process, select option B from the Issues Command Menu. The Issues Query/Modify/Execute Menu (fig. 5.6-6) is displayed.

[
DATE: [15 APR 92]	ISSUES QUERY/MODIFY/EXECUTE MENU	AJK-639
OPTION CODE	MENU SELECTION OPTIONS	
A	QUERY ALL ISSUE DOCUMENTS	
B	QUERY A SPECIFIC ISSUE DOCUMENT	
C	MODIFY ISSUE DOCUMENTS	
D	PRINT DVD SUMMARY REPORT	
E	EXECUTE ISSUE DOCUMENTS	
R	RETURN	
X	EXIT	
SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []		

Figure 5.6-6. Issues Query/Modify/Execute Menu Screen (AJK-639).

5.6.2.1 Query All Issue Documents Subprocess. To review all shopping lists for a specific date, select A from the Issues Query/Modify/Execute Menu. The Issue Document [QUERY] Screen AJK-626 is displayed.

5.6.2.2 Processing Restrictions. None.

5.6.2.3 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.6.2.4 Issue Document [QUERY] Screen AJK-626. Use this screen (fig. 5.6-7) to select the issue date you want to query. The cursor is positioned in the ISSUE DATE field.

[]
DATE:	915 APR 92]	ISSUE DOCUMENT [QUERY]	AJK-626
COMMODITY GROUP: [ALL GROUPS]			
CUSTOMER ID: []			
ISSUE DATE: [15 Apr 92]			
DD MMM YY			
TYPE ACCOUNT: []			
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.			

Figure 5.6-7. Issue Document [QUERY] Screen (AJK-626).

a Enter the issue date and press [ESC]. A please wait message is displayed. Then, the Issue Document Query Screen AJK-876 is displayed.

OR

b. Press [ENTER] until the cursor moves back to the ISSUE DATE field. You can make changes.

NOTE: To interrupt processing throughout the Issues Query/Modify/Execute subprocess, press [DELETE]. The Exit To: Ring Menu is displayed. See paragraph 5.6.2.38 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.2.5 Issue Document Query Screen AJK-876. Use this screen (fig. 5.6-8) to view issue document status for all customers.

a. This screen displays the customer ID code, customer name, type of account, commodity group, and executed status. The cursor stays in the CUSTOMER ID field throughout processing.

DEPRESS <ESCAPE> WHEN FINISHED VIEWING ITEMS					
[
DATE: [16 APR 92]		ISSUE DOCUMENT QUERY		AJK-876	
FOR ISSUE DATE: [17 Apr 92]					
CUSTOMER ID	CUSTOMER NAME	TYPE ACCOUNT	COMMODITY GROUP	EXECUTED	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[B]	[P]	[NO]	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[B]	[S]	[NO]	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[F]	[P]	[NO]	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[F]	[S]	[NO]	
[YLEFPR]	[KENNER ARMY HOSPITAL]	[O]	[P]	[YES]	
[YLEFPR]	[KENNER ARMY HOSPITAL]	[O]	[S]	[YES]	
[YDF001]	[ACTIVE ARMY 244TH QM BN]	[A]	[P]	[NO]	
[YDF001]	[ACTIVE ARMY 244TH QM BN]	[A]	[S]	[NO]	
[YDF004]	[ACTIVE ARMY 248TH QM BN]	[A]	[P]	[YES]	
[YDF004]	[ACTIVE ARMY 248TH QM BN]	[A]	[S]	[YES]	
TYPE ACCOUNT CODES:					
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)					
[]					

Figure 5.6-8. Issue Document Query Screen (AJK-876).

- b. You can review customer information by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your review, press [ESC]. A print option is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter X and press [ENTER]. The Query All Shopping Lists Report (PCN AJK-XC1) is printed. Then, the Issues Query/Modify/Execute Menu is displayed.

OR

(2) Press [ENTER] with no entry and the Issues Query/Modify/Execute Menu is displayed.

5.6.2.6 Outputs. The Query All Shopping Lists Report (PCN AJK-XC1) is printed when you select the print option. See appendix C for an example of this report. You are not required to keep a file copy of this report.

5.6.2.7 Query a Specific Issue Document Subprocess. To review a specific shopping list for a certain date, select B from the Issues Query/Modify/Execute Menu. The Commodity Group Options for the [QUERY] Process Screen is displayed.

5.6.2.8 Processing Restrictions. None.

5.6.2.9 Processing Materials. None.

5.6.2.10 Commodity Group Options for the [QUERY] Process Screen AJK-640. Use this screen (fig. 5.6-9) to select a specific commodity group, all commodity groups, return to the Issues Query/Modify/Execute Menu, or exit processing.

[
DATE: [15 APR 92]	COMMODITY GROUP OPTIONS FOR THE [QUERY] PROCESS	AJK-640
OPTION CODE	MENU SELECTION OPTIONS	
P	PERISHABLE ITEMS	
S	SEMI-PERISHABLE ITEMS	
A	ALL COMMODITY GROUP ITEMS	
R	RETURN	
X	EXIT	
SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []		

Figure 5.6-9. Commodity Group Options for the [QUERY] Process Screen (AJK-640).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Select P, S, or A and the Issue Document [QUERY] Screen AJK-626 is displayed.
- b. Select R and the Issues Query/Modify/Execute Menu is displayed.
- c. Select X and the system login screen is displayed.

5.6.2.11 Issue Document [QUERY] Screen AJK-626. Use this screen (fig. 5.6-10) to enter data for the customer and issue date you want to query. The cursor is positioned in the CUSTOMER ID field.

[]
DATE: [16 APR 92]	ISSUE DOCUMENT [QUERY]	AJK-626
COMMODITY GROUP: [PERISHABLE]		
CUSTOMER ID: [W26AHI]		
ISSUE DATE: [16 APR 92] DD MMM YY		
TYPE ACCOUNT: [F]		
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.		
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)		

Figure 5.6-10. Issue Document [QUERY] Screen (AJK-626).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ACCOUNT field.
- c. Enter the type customer account (A, F, B, O, D, or W) and press [ESC]. A please wait message is displayed. Then, the Issue Document [QUERY] Screen AJK-627 is displayed. See paragraph 5.6.2.12 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.2.12 Issue Document [QUERY] Screen AJK-627. Use this screen (fig. 5.6-11) to view an issue document for a certain commodity group and a specific customer.

a. This screen displays the customer ID code, customer name, type of account, commodity group, issue type, and date. The NSN/MCN, item name, unit of issue, quantity required, and adjusted quantity are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the NSN/MCN field.

[
DATE: [16 APR 92]		ISSUE DOCUMENT [QUERY]		AJK-627	
CUSTOMER ID: [W26AH8]		ISSUE TYPE: [FRIS] ISSUE DATE: [16 APR 92]	
CUSTOMER NAME: [56TH STA HOSP USAR]		COMMODITY GROUP: [PERISHABLE]	
NSN/MCN	ITEM NAME	U/I	QTY REQD	ADJ QTY	
[8920-00-T53-5780]	[BREAD WHOLE WHEAT 24 OZ]	[LF]	[13]	[13]
[8915-00-126-8804]	[ORANGES FRESH]	[LB]	[51]	[51]
[8915-00-582-4071]	[LEMONS FRESH]	[LB]	[13]	[13]
[8915-00-126-8812]	[APPLES EATING FRESH]	[LB]	[73]	[73]
[8915-00-616-0222]	[PEPPERS GREEN FRESH]	[LB]	[6]	[6]
[8915-00-252-3788]	[CUCUMBERS FRESH]	[LB]	[13]	[13]
[8915-00-127-8019]	[CARROT W/O TOP FRESH]	[LB]	[48]	[48]
[8915-00-582-4059]	[TOMATOES FRESH]	[LB]	[60]	[60]
[]	[]	[]	[]
[]	[]	[]	[]
[]					
DEPRESS THE ESCAPE KEY WHEN FINISHED VIEWING ITEMS.					

Figure 5.6-11. Issue Document [QUERY] Screen (AJK-627).

b. You can review customer information by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and [F4] to page back.

c. When you finish your review, press [ESC]. The Processing Options Ring Menu (fig. 5.6-12) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.6.2.13 Processing Options Ring Menu. This ring menu (fig. 5.6-12) is displayed when you finish reviewing an issue document. You can print or execute the issue, modify all or selected items, process another issue, or return to the Issues Command Menu.

PROCESSING OPTIONS: PRINT EXECUTE MODIFY ANOTHER CONTINUE RETURN
Print the Issue Document!

Figure 5.6-12. Processing Options Ring Menu.

- a. Select PRINT and the shopping list report is printed based on the type customer account. A message is displayed: **Printing report . . . please wait.** Then, the cursor moves to the EXECUTE option.
- b. Select EXECUTE and the Issue Document [EXECUTE] Screen AJK-628 is displayed. See paragraph 5.6.2.36 for processing instructions.
- c. Select MODIFY and the Options Ring Menu is displayed. See paragraph 5.6.2.14 for processing instructions.
- d. Select ANOTHER and the Issues Query/Modify/Execute Menu is displayed.
- e. Select CONTINUE and you can continue processing on the same screen. The cursor moves back to the NSN/MCN field.
- f. Select RETURN and the Issues Command Menu is displayed.

5.6.2.14 Options Ring Menu. This ring menu (fig. 5.6-13) is displayed when you select MODIFY from the Processing Options Ring Menu.

OPTIONS: CHANGE DATE ADD ITEMS MODIFY ITEMS DELETE ISSUE NEXT MENU
Change the Issue Date!

Figure 5.6-13. Options Ring Menu.

- a. Select CHANGE DATE and the cursor moves to the ISSUE DATE field on Screen AJK-627.

(1) Enter a new date over the old and press [ENTER]. The cursor moves back to the Options Ring Menu.

OR

(2) Press [ENTER] with no entry and the issue date doesn't change. The cursor moves back to the Options Ring Menu.

b. Select ADD ITEMS and the cursor moves to the first blank NSN/MCN field.

(1) Enter a seven-position TIIN and press [ENTER]. The item name and unit of issue are displayed and the cursor moves to the QTY REQD field.

(2) Enter the quantity you want and press [ENTER]. The cursor moves to the next NSN/MCN field.

(3) When you finish adding items, press [ESC]. The cursor moves back to the Options Ring Menu.

c. Select MODIFY ITEMS and the cursor moves to the ADJ QTY field for the first item.

(1) The cursor stays in the ADJ QTY field throughout processing.

(2) To change a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next field.

(3) Use the following keys to review and adjust the items:

(a) Use the [ENTER] or ARROW keys to move up and down this field.

(b) Use the [F3] or [F4] key to page forward and back.

(4) When you finish your entries, press [ESC]. The cursor moves back to the Options Ring Menu.

(5) Select NEXT MENU to continue processing.

(6) See figure 5.6-19 for an example of the Issue Document [MODIFY] Screen AJK-627.

d. Select DELETE ISSUE and the Issue Document [DELETE] Screen AJK-628 is displayed. See paragraph 5.6.2.17 for processing instructions..

e. Select NEXT MENU and the Process Options Ring Menu is displayed. See paragraph 5.6.2.15 for processing instructions.

5.6.2.15 Process Options Ring Menu. This ring menu (fig. 5.6-14) is displayed when you select the NEXT MENU option.

PROCESS OPTIONS: EXECUTE SAVE DISCARD PREVIOUS MENU RETURN
Execute The Issue !

Figure 5.6-14. Process Options Ring Menu.

- a. Select EXECUTE and the Issues Document [EXECUTE] Screen AJK-628 is displayed. See paragraph 5.6.2.36 for processing instructions.
- b. Select SAVE to update your adjusted quantities. The Issue Document [MODIFY] Screen AJK-628 is displayed. See paragraph 5.6.2.16 for processing instructions.
- c. Select DISCARD and the Issues Query/Modify/Execute Menu is displayed. Any changes you make are not saved. The original issue document stays on file.
- d. Select PREVIOUS MENU and the Options Menu is redisplayed.
- e. Select RETURN and the Issues Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.6.2.16 Issue Document [MODIFY] Screen AJK-628. This screen (fig. 5.6-15) is displayed when you select SAVE from the Process Options Ring Menu. Use it to confirm the adjustments you make on Screen AJK-627.

a. This screen displays the customer ID code, customer name, issue date, issue type, and commodity group. The cursor is positioned in the CONFIRM OPTION field.

[]
DATE:	[15 APR 92]	ISSUE DOCUMENT [MODIFY]	AJK-628
THE FOLLOWING ISSUE WILL BE [MODIFIED]:			
CUSTOMER ID: [W26L77]			
CUSTOMER NAME: [HCC 176TH ENGR GP (CBT)]			
ISSUE DATE: [15 Apr 92]			
ISSUE TYPE: [FRIS]			
COMMODITY GROUP: [PERISHABLE]			
ENTER "C" AND DEPRESS THE ESCAPE KEY TO CONFIRM THAT DATABASE UPDATES SHOULD BE MADE AS INDICATED ABOVE.			
DEPRESS ESCAPE WITHOUT ENTERING "C" TO PREVENT DATABASE CHANGES.			
[]			
Enter 'C' To Confirm Processing Or Processing Will Be Cancelled			

Figure 5.6-15. Issue Document [MODIFY] Screen (AJK-628).

b. Press [ESC] with no entry and the following message is displayed: **THE REQUEST FOR PROCESSING WAS CANCELED - FILES WERE NOT UPDATED !** Then, the Issues Query/Modify/Execute Menu is displayed.

OR

c. Enter C and press [ESC]. The following message is displayed: **Do you wish to print the issue? (Enter Y or N, then depress ENTER key.)**

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y and press [ENTER]. A message is displayed: **Printing report . . . please wait. PROCESSING COMPLETE!** Then, the Issues Query/Modify/Execute Menu is displayed.

OR

(2) Enter N and press [ENTER]. A message is displayed: **PROCESSING COMPLETE!** Then, the Issues Query/Modify/Execute Menu is displayed.

5.6.2.17 Issue Document [DELETE] Screen AJK-628. This screen (fig. 5.6-16) is displayed when you select DELETE ISSUE from the Options Ring Menu. Use it to confirm the deletion of an issue.

a. This screen displays the customer ID code, name, issue date, issue type, and commodity group. The cursor is positioned in the CONFIRM OPTION field.

[DATE: [15 Jun 92]	ISSUE DOCUMENT [DELETE]	AJK-628]
THE FOLLOWING ISSUE WILL BE [DELETED]:		
CUSTOMER ID: [W26L77] CUSTOMER NAME: [HHC 176TH ENGR GP (CBT)] ISSUE DATE: [15 Jun 92] ISSUE TYPE: [FRIS] COMMODITY GROUP: [SEMI-PERISHABLE]		
ENTER "C" AND DEPRESS THE ESCAPE KEY TO CONFIRM THAT DATABASE UPDATES SHOULD BE MADE AS INDICATED ABOVE.		
DEPRESS ESCAPE WITHOUT ENTERING "C" TO PREVENT DATABASE CHANGES.		
[C]		
Enter 'C' To Confirm Processing Or Processing Will Be Cancelled		

Figure 5.6-16. Issue Document [DELETE] Screen (AJK-628).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Press [ESC] with no entry and the following message is displayed: **THE REQUEST FOR PROCESSING WAS CANCELED - FILES WERE NOT UPDATED!** Then, the Issues Query/Modify/Execute Menu is displayed.

OR

c. Enter C and press [ESC]. The following message is displayed: **Updating Database . . . Please Wait . . .** The issue is deleted and the Issues Query/Modify/Execute Menu is displayed.

5.6.2.18 Outputs.

a. The ARCS Shopping List Report (PCN AJK-XC2), FRIS Shopping List Report (PCN AJK-XC3), Box Lunch Shopping List Report (PCN AJK-XC3), Other Issues Shopping List Report (PCN AJK-XC4), Damaged/Forced Issues Report (PCN AJK-XC5), or Warming Beverage Shopping List Report (PCN AJK-XC6) is printed based on your selection.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Keep these reports on file until you print the executed reports. Discard the old reports when you no longer need them.

5.6.2.19 Modify Issue Documents Subprocess. To modify dates or adjust quantities on a customer shopping list, select C from the Issues Query/Modify/Execute Menu. The Commodity Group Options for the [MODIFY] Process Screen AJK-640 is displayed.

5.6.2.20 Processing Restrictions. None.

5.6.2.21 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.2.22 Commodity Group Options for the [MODIFY] Process Screen AJK-640. Use this screen (fig. 5.6-17) to select a specific commodity group, all commodity groups, return to the Issues Query/Modify/Execute Menu, or exit processing. The cursor is positioned in the MENU OPTION CODE field.

[
DATE: [16 APR 92]	COMMODITY GROUP OPTIONS FOR THE [MODIFY] PROCESS	AJK-640
OPTION CODE	MENU SELECTION OPTIONS	
P	PERISHABLE ITEMS	
S	SEMI-PERISHABLE ITEMS	
A	ALL COMMODITY GROUP ITEMS	
R	RETURN	
X	EXIT	
SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []		

Figure 5.6-17. Commodity Group Options for the [MODIFY] Process Screen (AJK-640).

- a. Select P, S, or A, and the Issue Document [MODIFY] Screen AJK-626 is displayed. The cursor is positioned in the CUSTOMER ID field.
- b. Select R and the Issues Query/Modify/Execute Menu is displayed.
- c. Select X and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.2.23 Issue Document [MODIFY] Screen AJK-626. Use this screen (fig. 5.6-18) to enter data for the customer and issue date you want to modify. The cursor is positioned in the CUSTOMER ID field.

[]
DATE: [17 APR 92]	ISSUE DOCUMENT [MODIFY]
	AJK-626
COMMODITY GROUP: [PERISHABLE]	
CUSTOMER ID: [YFD001]	
ISSUE DATE: [17 Apr 92]	
DD MMM YY	
TYPE ACCOUNT: [A]	
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.	
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)	

Figure 5.6-18. Issue Document [MODIFY] Screen (AJK-626).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ACCOUNT field.
- c. Enter the type customer account (A, F, B, O, D, or W) and press [ESC]. A please wait message is displayed. Then, the Issue Document [MODIFY] Screen AJK-627 (fig. 5.6-19) is displayed with an Options Ring Menu at the top of the screen.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.2.24 Issue Document [MODIFY] Screen AJK-627. Use the ring menu at the top of this screen (fig. 5.6-19) to change the issue date, add items, adjust quantities, delete the issue, or view the next ring menu.

- a. The CHANGE DATE option is highlighted.

OPTIONS: CHANGE DATE ADD ITEMS MODIFY ITEMS DELETE ISSUE NEXT MENU					
Change the Issue Date !					
[
DATE: [17 APR 92]	ISSUE DOCUMENT [MODIFY]				AJK-627
CUSTOMER ID: [YDF001] ISSUE TYPE: [ARCS] ISSUE DATE: [17 Apr 92]					
CUSTOMER NAME: [272F QM BN ACTIVE ARMY] COMMODITY GROUP: [PERISHABLE]					
NSN/MCNITEM NAMEU/IQTY REQDADJ QTY					
[8915-00-127-8904]	[ENDIVE]	[LB]	[6]	[12]
[8915-00-582-4071]	[LEMONS FRESH]	[LB]	[3]	[3]
[8915-00-126-8812]	[APPLES EATING FRESH]	[LB]	[112]	[112]
[8915-00-616-0222]	[PEPPERS GREEN FRESH]	[LB]	[21]	[21]
[8915-00-127-8019]	[CARROT W/O TOP FRESH]	[LB]	[110]	[110]
[8915-00-117-3358]	[LETUCE UNWR FRESH]	[LB]	[85]	[85]
[8915-00-616-0194]	[CABBAGE GREEN]	[LB]	[99]	[99]
[8915-00-252-3783]	[CELERY FRESH]	[LB]	[56]	[56]
[]	[[]	[]	
[]	[[]	[]	
[]					

Figure 5.6-19. Issue Document [MODIFY] Screen (AJK-627).

- b. The Options Ring Menu is explained in paragraph 5.6.2.14. When you select NEXT MENU, the Process Options Ring Menu is displayed. See paragraph 5.6.2.15 for processing instructions.

NOTE: The rest of the processing instructions for the Modify Screen AJK-627 are the same as the ones for the Query Screen AJK-627 and can be found in paragraph 5.6.2.16.

5.6.2.25 Outputs.

a. The ARCS Shopping List Report (PCN AJK-XC2), FRIS Shopping List Report (PCN AJK-XC3), Box Lunch Shopping List Report (PCN AJK-XC3), Other Issues Shopping List Report (PCN AJK-XC4), Damaged/Forced Issues Report (PCN AJK-XC5), or Warming Beverage Shopping List Report (PCN AJK-XC6) is printed based on your selection.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Keep these reports on file until you print the executed reports. Discard the old reports when you no longer need them.

5.6.2.26 Print DVD Summary Report Subprocess. To print a list of DVD requirements, select D from the Issues Query/Modify/Execute Menu. The Issue Document [DVD SMY] Screen AJK-626 is displayed.

5.6.2.27 Processing Restrictions. None.

5.6.2.28 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.6.2.29 Issue Document [DVD SMY] Screen AJK-626. Use this screen (fig. 5.6-20) to select a date for the DVD Summary Report you want to print. The cursor is positioned in the ISSUE DATE field.

[]
DATE:	[17 APR 92]	ISSUE DOCUMENT [DVD SMY]	AJK-626
		COMMODITY GROUP: []
		CUSTOMER ID: []
		ISSUE DATE: [17 Apr 92]	
		DD MMM YY	
		TYPE ACCOUNT: []
		[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.	

Figure 5.6-20. Issue Document [DVDSMY] Screen (AJK-626).

- a. Enter an issue date and press [ESC].

OR

- b. Press [ENTER] to move the cursor back to the ISSUE DATE field. You can make changes.
- c. When you press [ESC], the following message is displayed: **The DVD Summary Report Has Been Initiated.** Then, the report is printed and the Issues Query/Modify/ Execute Menu is displayed.

5.6.2.30 Outputs.

- a. The DVD Requirements Report (PCN AJK-XW1) is printed during this process. See appendix C for an example of this report.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18c, TISA Accounts (1-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

5.6.2.31 Execute Issue Documents Subprocess. To execute a specific customer shopping list, select E from the Issues Query/Modify/Execute Menu. The Commodity Group Options for the [EXECUTE] Process Screen AJK-640 is displayed.

5.6.2.32 Processing Restrictions. None.

5.6.2.33 Processing Materials. None.

5.6.2.34 Commodity Group Options for the [EXECUTE] Process Screen AJK-640. Use this screen (5.6-21) to execute a specific commodity group, all commodity groups, return to the Issues Query/Modify/Execute Menu, or exit processing. The cursor is positioned in the MENU OPTION CODE field.

[
DATE: [16 APR 92]	COMMODITY GROUP OPTIONS FOR THE [EXECUTE] PROCESS	AJK-640
OPTION CODE	MENU SELECTION OPTIONS	
P	PERISHABLE ITEMS	
S	SEMI-PERISHABLE ITEMS	
A	ALL COMMODITY GROUP ITEMS	
R	RETURN	
X	EXIT	
SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []		

Figure 5.6-21. Commodity Group Options for the [EXECUTE] Process Screen (AJK-640).

a. Select P, S, or A and the Issue Document [EXECUTE] Screen AJK-626 is displayed. The cursor is positioned in the CUSTOMER ID field.

b. Select R and the Issues Query/Modify/Execute Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- c. Select X and the system login screen is displayed.

5.6.2.35 Issue Document [EXECUTE] Screen AJK-626. Use this screen (fig. 5.6-22) to enter data for the shopping list you want to execute. The cursor is positioned in the CUSTOMER ID field.

[]	
DATE: [16 APR 92]	ISSUE DOCUMENT [EXECUTE]	AJK-626
COMMODITY GROUP: [PERISHABLE]		
CUSTOMER ID: [W26L77]		
ISSUE DATE: [16 Apr 92] DD MMM YY		
TYPE ACCOUNT: [F]		
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.		
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)		

Figure 5.6-22. Issue Document [EXECUTE] Screen (AJK-626).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ACCOUNT field.
- c. Enter the type customer account (A, F, B, O, D, or W) and press [ESC].

OR

- d. Press [ENTER] until the cursor moves back to the CUSTOMER ID field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) When an issue has already been executed, the following message is displayed:
NO UNEXECUTED ISSUES FOR THE ABOVE ENTRIES. PLEASE VERIFY ENTRIES.
Then, the cursor moves back to the CUSTOMER ID field.

(2) When you finish entering data, press [ESC]. A please wait message is displayed.
Then, the Issue Document [EXECUTE] Screen AJK-628 is displayed.

5.6.2.36 Issue Document [EXECUTE] Screen AJK-628. Use this screen (fig. 5.6-23) to confirm the execution of an issue document for a specific commodity group and issue date.

a. This screen displays the customer ID code, customer name, issue date, issue type, and commodity group. The cursor is positioned in the CONFIRM OPTION field.

[DATE: [15 APR 92]	ISSUE DOCUMENT [EXECUTE]] AJK-628
THE FOLLOWING ISSUE WILL BE [EXCECUTED]:		
CUSTOMER ID: [W26L77] CUSTOMER NAME: [HCC 176TH ENGR GP (CBT)] ISSUE DATE: [15 Apr 92] ISSUE TYPE: [FRIS] COMMODITY GROUP: [PERISHABLE]		
ENTER "C" AND DEPRESS THE ESCAPE KEY TO CONFIRM THAT DATABASE UPDATES SHOULD BE MADE AS INDICATED ABOVE.		
DEPRESS ESCAPE WITHOUT ENTERING "C" TO PREVENT DATABASE CHANGES.		
[C]		
Enter 'C' To Confirm Processing Or Processing Will Be Cancelled		

Figure 5.6-23. Issue Document [EXECUTE] Screen (AJK-628).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Enter C and press [ESC]. The database files are updated and the shopping list report is printed. Then, the Issues Query/Modify/Execute Menu is displayed.

OR

c. Press [ESC] with no entry and a message is displayed: **THE REQUEST FOR PROCESSING WAS CANCELED - FILES WERE NOT UPDATED!** Then, the Issues Query/Modify/Execute Menu is displayed.

5.6.2.37 Outputs.

a. The ARCS Shopping List Report (PCN AJK-XC2), FRIS Shopping List Report (PCN AJK-XC3), Box Lunch Shopping List Report (PCN AJK-XC3), Other Issues Shopping List Report (PCN AJK-XC4), Damaged/Forced Issues Report (PCN AJK-XC5), or Warming Beverage Shopping List Report (PCN AJK-XC6) is printed based on your selection.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 94

5.6.2.38 Exit To: Ring Menu. Use this ring menu (fig. 5.6-24) to continue processing, return to the Issues Command Menu, return to the Stock Accounting Command Menu, or exit processing.

EXIT TO: CONTINUE ISSUES STOCK ACCOUNTING EXIT CONTINUE PROCESSING.
--

Figure 5.6-24. Exit To: Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select ISSUES and the Issues Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. Select STOCK ACCOUNTING and the Stock Accounting Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.6.3 Harborcraft Commercial Issues Process. Use this process to record and update financial transactions for off-shore issues to all customers.

5.6.3.1 Processing Restrictions. None.

5.6.3.2 Processing Materials. None.

5.6.3.3 Harborcraft Commercial Issues Screen AJK-807. To process harborcraft issues, select C from the Issues Command Menu. The Harborcraft Commercial Issues Screen (fig. 5.6-25) is displayed. Use this screen to enter the value of items purchased by a harborcraft customer.

[]	
DATE: [05 Mar 93]	HARBORCRAFT COMMERCIAL ISSUES	AJK-807
CUSTOMER ID: [YDF005]		
TOTAL DOLLAR VALUE PERISHABLE: [\$800.00]		
TOTAL DOLLAR VALUE SEMI-PERISHABLE: [\$1100.00]		
NOTE: IF PERISHABILITY CATEGORY FOR DOLLAR VALUES CANNOT BE DETERMINED, ENTER THE TOTAL DOLLAR VALUE IN "TOTAL DOLLAR VALUE PERISHABLE".		

CREDIT AMOUNT PERISHABLE: [\$200.00]		
CREDIT AMOUNT SEMI-PERISHABLE: [\$275.00]		
[C]		
Enter a 'C' to Confirm the Data		

Figure 5.6-25. Harborcraft Commercial Issues Screen (AJK-807).

a. Enter a customer ID code and the cursor moves to the TOTAL DOLLAR VALUE PERISHABLE field.

b. Enter the total dollar amount for perishable items and press [ENTER]. The cursor moves to the TOTAL DOLLAR VALUE SEMIPERISHABLE field.

c. Enter the total dollar amount for semiperishable items and press [ENTER].

d. The credit dollar amount is displayed. Then, the cursor moves to the CONFIRM OPTION field.

(1) Enter C and press [ESC] to confirm your entries. Then, the Harborcraft Commercial Issues Screen AJK-808 is displayed. See paragraph 5.6.3.5 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the CUSTOMER ID field.

e. To interrupt processing, press [DELETE]. The Exit Options Ring Menu is displayed.

NOTE: If the perishability category for dollar values cannot be determined, enter the total in the TOTAL DOLLAR VALUE PERISHABLE field.

5.6.3.4 Exit Options Ring Menu. Use this ring menu (fig. 5.6-26) to continue processing, start over, return to the Issues Command Menu, or exit processing.

EXIT OPTIONS: Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing.

Figure 5.6-26. Exit Options Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the Harborcraft Commercial Issues Screen AJK-807 is displayed.
- c. Select Discard & Return and the Issues Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.6.3.5 Harborcraft Commercial Issues Screen AJK-808. Use this screen (fig. 5.6-27) to review the total dollar value for harborcraft commercial issues.

[]
DATE: [05 Mar 93]	HARBORCRAFT COMMERCIAL ISSUES	AJK-808
THE FOLLOWING ISSUE HAS BEEN POSTED TO THE FINANCIAL FILES:		
CUSTOMER ID: [YDF005]		
TOTAL DOLLAR VALUE PERISHABLE: [\$800.00]		
TOTAL DOLLAR VALUE SEMI-PERISHABLE: [\$1100.00]		
GRAND TOTAL VALUE (DEBIT):[\$1900.00]		
[X]		
Enter an 'X' to print a Hard-Copy of this Issue		

Figure 5.6-27. Harborcraft Commercial Issues Screen (AJK-808).

a. The customer ID code, total dollar value perishable, total dollar value semiperishable, and grand total value (debit) are displayed.

b. The cursor is positioned in the PRINT OPTION field.

(1) To print a copy of the issue, enter X and press [ESC]. The following messages are displayed: **Updating Financial Files . . . Please Wait . .** and **Printing Harborcraft issue.** The Harborcraft Issue Report (PCN AJK-XD1) is printed. Then, the Repeat the Process Ring Menu is displayed. See paragraph 5.6.3.6 for processing instructions.

(2) If you do not want a print, leave the field blank and press [ENTER]. The Repeat the Process Ring Menu is displayed.

5.6.3.6 Repeat the Process Ring Menu. Use this ring menu (fig. 5.6-28) to repeat the process or exit to the Issues Command Menu.

REPEAT THE PROCESS? : Yes No
Re-enter the process that was just completed.

Figure 5.6-28. Repeat the Process Ring Menu.

- a. Select Yes and you can repeat the process.
- b. Select No and the Issues Command Menu is displayed.

5.6.3.7 Outputs.

- a. The Harborcraft Issue Report (PCN AJK-XD1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18d, TISA Reports (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.6.4 Convert Ration Requests to Issue Document Process. Use this process to convert off-line customer ration requests to issue documents.

5.6.4.1 Processing Restrictions. None.

5.6.4.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.4.3 Convert Ration Requests Command Menu Screen AJK-641. Use this command menu (fig. 5.6-29) to select which menu you want to convert. To review menus that can be converted to ration requests, select D from the Issues Command Menu.

CONVERT RATION REQUESTS: A B C D E F G R X			
INSTALLATION MASTER MENU			
DATE: 09 Mar 92		CONVERT RATION REQUESTS COMMAND MENU AJK-641	
OPTION CODE	RING MENU OPTION SELECTIONS	OPTION CODE	RING MENU OPTION SELECTIONS
A	INSTALLATION MASTER MENU	G	T-RATION MENU
B	INSTALLATION EXERCISE MENU	R	RETURN TO ISSUES COMMAND MENU
C	14-DAY MENU	X	EXIT TISA PROCESSING
D	BOX LUNCH MENU		
E	SPECIAL EXERCISES MENU		
F	B-RATION MENU		
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:			

Figure 5.6-29. Convert Ration Requests Command Menu Screen (AJK-641).

- a. Select options A, B, C, E, F, or G for the menu you want to convert. The Convert Ration Requests to Issue Document Screen AJK-629 is displayed.
- b. Select option D to convert a box lunch menu, and the Convert Ration Requests to Issue Document Screen AJK-630 is displayed. See paragraph 5.6.4.6 for processing instructions.

NOTE: The processing steps for converting all ration requests are the same except for the Box Lunch Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.4.4 Convert Ration Request to Issue Document Screen AJK-629. Use this screen (fig. 5.6-30) to enter data while converting all ration requests except the Box Lunch Menu. The cursor is positioned in the CUSTOMER ID field.

HEADCOUNT	CONSUMPTION	FIELD						
<u>MENU DAY FIELD</u>	<u>DATE FIELD</u>	<u>FIELD</u>						
<div style="display: flex; justify-content: space-between;">[]</div> <div style="text-align: right; font-weight: bold;">AJK-629</div> <p style="text-align: center;">CONVERT RATION REQUESTS TO ISSUE DOCUMENT</p> <p style="text-align: center;">CUSTOMER ID: [W26L77]</p> <p style="text-align: center;">ISSUE DATE: [16][MAR][92]</p> <p style="text-align: center;">DD MMM YY</p> <p style="text-align: center;">DOCUMENT NUMBER: [W26L8F][20710013]</p> <p style="text-align: center;">[14-DAY MEAL DATA]</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"><tr><td style="text-align: center;">[1]</td><td style="text-align: center;">[2]</td><td style="text-align: center;">[3]</td></tr><tr><td style="text-align: center;">DAY</td><td style="text-align: center;">DAY</td><td style="text-align: center;">DAY</td></tr></table> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="text-align: center;"><p>[17] [MAR] [92]</p><p>DD MMM YY</p><p>[200]</p><p>[100]</p><p>[400]</p></div><div style="text-align: center;"><p>[18] [MAR] [92]</p><p>DD MMM YY</p><p>[100]</p><p>[200]</p><p>[100]</p></div><div style="text-align: center;"><p>[19] [MAR] [92]</p><p>DD MMM YY</p><p>[300]</p><p>[175]</p><p>[200]</p></div></div> <p style="text-align: center; margin-top: 10px;">PRESS <ESC> WHEN FINISHED ENTERING DATA</p>			[1]	[2]	[3]	DAY	DAY	DAY
[1]	[2]	[3]						
DAY	DAY	DAY						

Figure 5.6-30. Convert Ration Requests in Issue Document Screen (AJK-629).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The first six positions of the document number are displayed.

NOTE: When you use the same customer ID to convert different menus for the same dates, the previously assigned document number is displayed with the following message: **NEW ISSUE DOCUMENT WILL BE MERGED WITH EXISTING, UNEXECUTED ISSUE DOCUMENT.** The two issue documents are combined, and the cursor moves to the MENU DAY field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- c. Complete the document number and press [ENTER]. The cursor moves to the MENU DAY field.
- d. Enter a number for the menu day and press [ENTER]. The cursor moves to the MEAL CONSUMPTION DATE field.
- e. Enter the meal consumption date and press [ENTER]. The cursor moves to the HEADCOUNT field.
- f. Enter a headcount (0 is not a valid headcount) and press [ENTER], or press [ENTER] with no entry to skip a meal.
- g. To enter more data, repeat steps d thru f.
- h. When you finish your entries, press [ESC]. A message is displayed: **SEARCHING DATABASE - PLEASE WAIT** Then, the Convert Ration Requests to Issue Document Screen AJK-631 (fig. 5.6-31) is displayed.
- i. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.6.4.9 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.4.5 Convert Ration Requests to Issue Document Screen AJK-631. Use this screen (fig. 5.6-31) to adjust quantities on a customer issue document. The customer ID code, name, issue date, and commodity group are displayed. The NSN/MCN, item name, unit of issue, quantity required, and adjusted quantity are displayed for each item. The cursor is positioned in the ADJ QTY field for the first item.

PRESS <ESC> WHEN FINISHED VIEWING/MODIFYING ITEMS				
[
DATE: [15 Mar 92]	CONVERT RATION REQUESTS TO ISSUE DOCUMENT			AJK-631
CUSTOMER ID: [W26L77]	CUSTOMER NAME: [HHC 176TH ENGR GP (CBT)]]
ISSUE DATE: [16 Mar 92]	COMMODITY GROUP: [PERISHABLE]]
NSN/MCN	ITEM NAME	U/I	QTY REQD	ADJ QTY
[8920-00-T53-5780]	[BREAD WHOLE WHEAT 24 OZ]	[BX]	[29]	[29]
[8915-00-126-8804]	[ORANGES FRESH]	[LB]	[156]	[156]
[8915-00-582-4071]	[LEMONS FRESH]	[LB]	[8]	[8]
[8915-00-126-8812]	[APPLES EATING FRESH]	[LB]	[36]	[36]
[8915-00-616-0222]	[PEPPERS GREEN FRESH]	[LB]	[13]	[13]
[8915-00-252-3788]	[CUCUMBERS FRESH]	[LB]	[22]	[22]
[8915-00-127-8019]	[CARROT W/O TOP FRESH]	[LB]	[61]	[61]
[8915-00-582-4059]	[TOMATOES FRESH]	[LB]	[34]	[34]
[8915-00-117-3358]	[LETTUCE UNWR FRESH]	[LB]	[82]	[82]
[8915-00-616-0194]	[CABBAGE GREEN]	[LB]	[30]	[30]
[]				
Enter the adjusted quantity or enter 0 (zero) to delete the item				

Figure 5.6-31 Convert Ration Requests to Issue Document Screen (AJK-631).

- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next ADJ QTY field.
- b. You can review and adjust this issue by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. Repeat steps a and b until you finish making adjustments.
- d. To delete an item, enter zero and press [ENTER]. The cursor moves to the next item.

NOTE: When you enter zero to delete an item, it is not deleted until the DA Form 3294 Report - Facsimile (PCN AJK-XE1) is printed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

e. When you finish making adjustments, press [ESC]. A PRINT OPTION field is displayed.

(1) To print the report, enter X and press [ENTER]. The DA Form 3294 Report - Facsimile (PCN AJK-XE1) is printed. Then, the semiperishable items are displayed.

OR

(2) If you do not want a print, leave the field blank and press [ENTER]. The semiperishables items are displayed.

f. After the semiperishables are displayed:

(1) Repeat steps a thru d to process these items.

(2) When you finish these steps, the Repeat the Process Ring Menu is displayed. See paragraph 5.6.4.8 for processing instructions.

5.6.4.6 Convert Ration Requests to Issue Document Screen AJK-630. Use this screen (fig. 5.6-32) to enter data when converting box lunch menus only. The cursor is positioned in the CUSTOMER ID field.

NOTE: Because of a program problem, TISA does not receive the Box Lunch shopping list submitted through the system by on-line dining facilities. This problem is scheduled for correction in a future SCP. However, DFOs can use DA Form 2970 or local request forms to have shopping lists created at the TISA for ARCS customers.

CONSUMPTION

HEADCOUNT
MENU NUMBER FIELD
FIELD

DATE FIELD

[DATE: [16 Mar 92] CONVERT RATION REQUESTS TO ISSUE DOCUMENT AJK-630]

CUSTOMER ID: [W26L8C]

ISSUE DATE: [16] [MAR] [92]
DD MMM YY

DOCUMENT NUMBER: [W26L8C] [20710003]

BOX LUNCH MEAL DATA

[17] [MAR] [92] DD MMM YY	[18] [MAR] [92] DD MMM YY	[19] MAR [92] DD MMM YY
[150] [2]	[200] [1]	[150] [1]
[150] [2]	[200] [2]	[200] [1]
[100] [2]	[200] [2]	[200] [2]

PRESS <ESC> WHEN FINISHED ENTERING DATA

Figure 5.6-32. Convert Ration Requests to Issue Document Screen (AJK-630).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The first six positions of the document number are displayed in the DOCUMENT NUMBER field.
- c. Complete the last eight digits of the document number and press [ENTER]. The cursor moves to the MEAL CONSUMPTION DATE field.
- d. Enter the meal consumption date and press [ENTER]. The cursor moves to the HEADCOUNT field.
- e. Enter a headcount and press [ENTER]. The cursor moves to the MENU NUMBER field.
- f. Enter the menu number and press [ENTER].
- g. To enter more data, repeat steps d thru f.
- h. When you finish your entries, press [ESC]. The Convert Ration Requests to Issue Document Screen AJK-631 is displayed.

5.6.4.7 Convert Ration Requests to Issue Document Screen AJK-631. Use this screen (fig. 5.6-33) to adjust quantities on a customer issue document for box lunch items. The cursor is positioned in the ADJ QTY field. See paragraph 5.6.4.5 for processing steps to complete this screen.

PRESS <ESC> WHEN FINISHED VIEWING/MODIFYING ITEMS					
[
DATE: [15 Mar 92]	CONVERT RATION REQUESTS TO ISSUE DOCUMENT				AJK-631
CUSTOMER ID: [W26L77] CUSTOMER NAME: [1033 TRANSPORTATION CO]					
ISSUE DATE: [16 Mar 92] COMMODITY GROUP: [PERISHABLE]					
NSN/MCN	ITEM NAME	U/I	QTY REQD	ADJ QTY	
[8915-00-126-8804]	[ORANGES FRESH]	[LB]	[220]	[220]	
[8915-00-126-8812]	[APPLES EATING FRESH]	[LB]	[360]	[360]	
[8915-00-127-8019]	[CARROT W/O TOP FRESH]	[LB]	[80]	[80]	
[8915-00-582-4059]	[TOMATOES FRESH]	[LB]	[203]	[203]	
[8915-00-117-3358]	[LETTUCE UNWR FRESH]	[LB]	[70]	[70]	
[8910-00-656-0993]	[CHEESE AMERICAN PROC SL]	[HD]	[69]	[69]	
[8950-00-975-3509]	[DRSG FRENCH IND 1/2 OZ]	[HD]	[10]	[10]	
[8950-00-616-5457]	[MUSTARD IND 1/2 OZ CUP]	[DZ]	[16]	[16]	
[8910-00-043-3198]	[EGGS SHELL DOM]	[HD]	[167]	[167]	
[8950-00-616-5479]	[CATSUP IND 1/2 OZ CUP]	[LB]	[16]	[16]	
[]					
Enter the adjusted quantity or enter 0 (zero) to delete the item					

Figure 5.6-33. Convert Ration Requests to Issue Document Screen (AJK-631) - Box Lunch.

5.6.4.8 Repeat the Process Ring Menu. This ring menu (5.6-34) is displayed when you finish converting a ration request. You can restart this process or exit to the Issues Command Menu.

REPEAT THE PROCESS?: Yes No Repeat the process that was just completed.
--

Figure 5.6-34. Repeat the Process Ring Menu.

- a. Select Yes and the Convert Ration Requests Command Menu is displayed.
- b. Select No and the Issues Command Menu is displayed.

5.6.4.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.6-35) to continue processing, start over, return to the Issues Command Menu, return to the Stock Accounting Command Menu, or exit processing.

PROCESS INTERRUPT : Continue Begin Again Issues Stock Accounting Exit Ignore interrupt and continue normal processing on this screen
--

Figure 5.6-35. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Begin Again and the Convert Ration Requests Command Menu is displayed.
- c. Select Issues and the Issues Command Menu is displayed.
- d. Select Stock Accounting and the Stock Accounting Command Menu is displayed.

- e. Select Exit and the system login screen is displayed.

5.6.4.10 Outputs.

- a. The DA Form 3294 Report - Facsimile (PCN AJK-XE1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18d, TISA Reports (2-year file).
 - (2) Cut off the file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.6.5 Other Issues Process. Use this process to convert ration requests to issue documents for non-AFMIS customers.

5.6.5.1 Processing Restrictions. None.

5.6.5.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.6.5.3. Other Issues Screen AJK-700. To convert data for non-AFMIS customers, select E from the Issues Command Menu. The Other Issues Screen (fig. 5.6-36) is displayed.

a. Use this screen to create an issue document for FRIS, Others, forced issues, and warming beverages.

DATE: [15 JUN 91]	OTHER ISSUES	AJK-700
CUSTOMER ID: [W26AJ2]		
ISSUE DATE: [17] [JUN] [91] DD MMM YY		
TYPE ISSUE: [O]		
[DOCUMENT NUMBER]: [W26AJ2][01660005]		
[] : AFTER ENTERING DATA, PRESS ESCAPE <ESC>		
ENTER THE REMAINDER OF THE DOCUMENT NUMBER		

Figure 5.6-36. Other Issues Screen (AJK-700).

b. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.

c. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ISSUE field.

NOTE: Document numbers must be entered for the following issue types: FRIS, Others, forced issues, and warming beverages.

d. Enter the type of issue and press [ESC]. The cursor moves to the DOCUMENT NUMBER field, and the first six positions of the document number are displayed.

e. Enter an eight-digit serial number and press [ESC]. The Other Issues Screen AJK-701 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

f. To interrupt processing, press [DELETE]. The Exit Options Ring Menu is displayed. See paragraph 5.6.3.4 for processing instructions.

5.6.5.4 Other Issues Screen AJK-701. Use this screen (fig. 5.6-37) to enter TIINs and quantities for the type issue you want to create. The cursor is positioned in the TIIN field.

[]
DATE: [15 JUN 91]	OTHER ISSUES	AJK-701
CUSTOMER NAME: [VA STATE ROTC]]	TYPE ISSUE: [OTHER]
PRESS <ESCAPE> WHEN DATA ENTRY IS COMPLETE		
TIIN	QTY REQD	
[403-9592]	[200]	
[655-8410]	[120]	
[125-2288]	[300]	
[017-2786]	[100]	
[262-7274]	[200]	
[437-7943]	[150]	
[252-3783]	[75]	
[126-8748]	[125]	
[]	[]	
[]	[]	
[C]		
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO DISCARD, THEN PRESS <ESCAPE>		

Figure 5.6-37. Other Issues Screen (AJK-701).

- a. Enter a TIIN and press [ENTER]. The cursor moves to the QTY REQD field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- b. Enter the quantity and press [ENTER]. The cursor moves to the next field.
 - c. Repeat these steps to add other items.
 - d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.
- (1) Enter C to confirm and press [ESC]. The Other Issues Screen AJK-702 is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.6.5.5 Other Issues Screen AJK-702. Use this screen (fig. 5.6-38) to modify quantities or add more items to the issue document. This screen displays the customer ID, type issue, issue date, customer name, NSN/MCN, item name, unit of issue, quantity required, and adjusted quantity. The cursor is positioned in the ADJ QTY field.

PRESS ESCAPE <ESC> WHEN FINISHED VIEWING ITEMS					
[]					
DATE: [15 JUN 91]		OTHER ISSUES		AJK-702	
CUSTOMER ID: [W26AJ2]		ISSUE TYPE: [OTHER]		ISSUE DATE: [17 JUN 91]	
CUSTOMER NAME; [VA STATE ROTC]			
NSN/MCN	ITEM NAME	U/I	QTY REQD	ADJ QTY	
[8905006558410]	[BEEF LIVER SLICED]	[LB]	[120]	[120]
[8905011252288]	[FISH CATFISH FILLET]	[LB]	[300]	[300]
[8905010172786]	[PORK SAUSAGE PATTIES]	[LB]	[100]	[100]
[8905002627274]	[TURKEY BNLS RAW]	[LB]	[200]	[200]
[8915004377943]	[JU FZN ORANGE 32 OZ]	[CN]	[150]	[150]
[8915002523783]	[CELERY FRESH]	[LB]	[75]	[75]
[8915001268748]	[BANANAS FRESH]	[LB]	[125]	[0]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
[X]					
TO PRINT ISSUE DOCUMENT, ENTER 'X' AND PRESS ESCAPE <ESC>					

Figure 5.6-38. Other Issues Screen (AJK-702).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next ADJ QTY field.
- b. To review and adjust this issue, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. Repeat these steps until you finish your adjustments.
- d. When you finish your entries, press [ESC]. The cursor moves to the first blank NSN/MCN field at the bottom of the screen. TIINs can't be added in the first eight lines of the shopping list.
 - (1) Enter a TIIN for the item you want to add and press [ENTER]. The remaining stock number, item name, and unit of issue are displayed. Then, the cursor moves to QTY REQD field.
 - (2) Enter the quantity and press [ENTER]. The cursor moves to the next line.
 - (3) Repeat steps (1) and (2) until you finish adding items.
- e. When you finish your entries, press [ESC]. The PRINT OPTION is displayed.
 - (1) Enter X to print and press [ESC]. The Other Issues Report (PCN AJK-X01) is printed. Then, the Repeat the Process Ring Menu is displayed.

OR

- (2) Press [ESC] with no entry and the Repeat the Process Reing Menu is displayed.

5.6.5.6 Repeat the Process Ring Menu. Use this ring menu (fig. 5.6-39) to create another issue, or return to the Issues Command Menu.

REPEAT THE PROCESS?: YES NO
REENTER THE PROCESS THAT WAS JUST COMPLETED

Figure 5.6-39. Repeat the Process Ring Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Select YES and the Other Issues Screen AJK-700 is displayed. You can process another issue.

b. Select NO and the Issues Command Menu is displayed.

5.6.5.7 Outputs.

a. The Other Issues Report (PCN AJK-X01) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.7 Blanket Purchase Agreement Subfunction.

a. Use the Blanket Purchase Agreement subfunction to create BPA orders, post receipts, cancel orders, and review orders. This subfunction contains four processes and two exit options:

(1) Create BPA Vendor Orders (para 5.7.1).

(2) BPA Receipts (para 5.7.2).

(3) BPA Cancellations (para 5.7.3).

(4) BPA Inquiry (para 5.7.4).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. To review the BPA processes, select option F from the Stock Accounting Command Menu. The Blanket Purchase Agreement Command Menu (fig. 5.7-1) is displayed.

BLANKET PURCHASE AGREEMENT COMMAND OPTIONS: A B C D R X		
Create BPA Vendor Orders.		
DATE: 01 MAY 92	BLANKET PURCHASE AGREEMENT COMMAND MENU	AJK-779
OPTION CODE	DESCRIPTION	
A	CREATE BPA VENDOR ORDERS	
B	BPA RECEIPTS	
C	BPA CANCELLATIONS	
D	BPA INQUIRY	
R	RETURN TO STOCK ACCOUNTING COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.7-1. Blanket Purchase Agreement Command Menu Screen (AJK-779).

5.7.1 Create BPA Vendor Orders Process. Use this process to create vendor orders for BPA items.

5.7.1.1 Processing Restrictions. None.

5.7.1.2 Processing Materials. Use the Vendor Information File Report (PCN AJK-VIF) to find the vendor information.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.1.3 Create Vendor Orders Blanket Purchase Agreement Screen AJK-677. To create BPA vendor orders, select A from the BPA Command Menu. The Create Vendor Orders Blanket Purchase Agreement Screen (fig. 5.7-2) is displayed.

DATE: 26 MAY 92	CREATE VENDOR ORDERS BLANKET PURCHASE AGREEMENT	AJK-677
TO CREATE A VENDOR ORDER, ENTER THE DATA BELOW. WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.		
CALL ORDER NUMBER	105	
VENDOR ID	PC1090	
REQUIRED DELIVERY DATE:	30 Jun 90 DD MMM YY	
ORDER DATE	17 Jun 90 DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.7-2. Create Vendor Orders BPA Screen (AJK-677).

- a. Enter a call order number and press [ENTER]. The cursor moves to the VENDOR ID field.
- b. Enter the vendor ID code and the cursor moves to the REQUIRED DELIVERY DATE field.
- c. Enter the RDD and press [ENTER]. The cursor moves to the ORDER DATE field.
- d. Enter the order date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- e. Press [ENTER] and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y and press [ESC]. The Create Vendor Orders Blanket Purchase Agreement Screen AJK-678 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can enter new data.

NOTE: To interrupt processing throughout the Create BPA Vendor process, press [DELETE]. The Interrupt Options Ring Menu is displayed. See paragraph 5.7.1.8 for processing instructions.

5.7.1.4 Create Vendor Orders Blanket Purchase Agreement Screen AJK-678. Use this screen (fig. 5.7-3) to review and select BPA items you can order. The contract number, PIIN, call order number, vendor name, and vendor ID code are displayed. The item name, NSN/MCN, and unit of issue are displayed for each item. Data entry fields are displayed for the contract price and order quantity. The cursor is positioned in the CONTRACT PRICE field for the first item.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>						
DATE: 17 Jun 90		CREATE VENDOR ORDERS BLANKET PURCHASE AGREEMENT			AJK-678	
CONTRACT NO: DABT59-90-M-0043		PIIN: DABT59-90-A-J-43		CALL ORDER NUMBER: 105		
VENDOR NAME: UTZ POTATO CHIPS				VENDOR ID: PC1090		
ITEM NAME	NSN/MCN	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE	
BARLEY PEARL 1 LB (LP)	8920-00-T84-6440	PG	\$ 1.6600	48	\$ 79.68	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	0.6900	50	34.50	
CANDY IND WRPD ASST.	8925-00-T26-4024	LB	1.5500	120	186.00	
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	2.3400	10	23.40	
CEREAL ROLLED OATS ASST.	8920-00-T26-9087	BX	0.0000	0	0.00	
TOTAL EXTENDED PRICE					323.58	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.						
			CONFIRM INDICATOR:		Y	
Must enter 'Y' or leave blank						

Figure 5.7-3. Create Vendor Orders BPA Screen (AJK-678).

- a. Use the [ENTER] or ARROW key to scroll forward and back by line.
- b. Use the [F3] key to page forward and the [F4] key to page back.
- c. To order an item, enter the contract price and press [ENTER]. The cursor moves to the ORDER QUANTITY field.
- d. Enter the order quantity and press [ENTER]. The extended price is displayed for that item, and the cursor moves to the next item.
- e. Repeat steps c and d until you finish ordering.
- f. When you finish your entries, press [ESC]. An Options Ring Menu - ADD (fig. 5.7-4) is displayed.

OPTIONS: ADD BPA LIST VIEW SUMMARY DISCARD EXIT
add Items by TIIN

Figure 5.7-4. Options Ring Menu.

- (1) Select ADD and the Enter Items for Vendor Order BPA Screen AJK-649 (fig. 5.7-5) is displayed.
- (2) Select BPA LIST and the Create Vendor Orders BPA Screen AJK-678 is redisplayed. You can order more items from the list.
- (3) Select VIEW SUMMARY and the Create Vendor Orders BPA Recap Screen AJK-774 (fig. 5.7-5.1) is displayed with the items you ordered.
- (4) Select DISCARD and the BPA Command Menu is displayed.
- (5) Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.1.5 Enter Items for Vendor Order BPA Screen AJK-649. Use this screen (fig. 5.7-5) to add items from other sources of supply (except DVD) to your BPA order. You can also add other BPA items that aren't on the list. The cursor is positioned in the TIIN field for the first line item.

DATE: 17 Jun 90		CREATE VENDOR ORDERS		AJK-649	
BLANKET PURCHASE AGREEMENT RECAP					
CONTRACT NO: DABT59-90-M-0043		PIIN: DABT59-90-A-J043		CALL ORDER NUMBER: 105	
VENDOR NAME: UTZ QUALITY FOODS, INC				VENDOR ID: PC1090	
TIIN	ITEM NAME	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE
682-6705	SYRUP MAPLE # 10	CN	\$ 2.3300	72	\$ 167.76
132-7782	CEREAL ASST (72 PK PR BX)	BX	8.8100	20	176.20
823-7559	BEEF Patties DEHY #10 (B)	CN	5.8900	96	565.44
117-3358	LETTUCE UNWR FRESH	LB	0.5500	210	115.50
000-0137	<input type="checkbox"/>				
Item is DPSC, do you wish to continue? (Y or N)y					

Figure 5.7-5. Enter Items for Vendor Order BPA Screen (AJK-649).

a. Enter a valid TIIN and press [ENTER]. A message is displayed: **Item is DPSC, do you wish to continue? (Y or N).**

(1) Enter Y and press [ENTER]. The item name and unit of issue are displayed. The cursor moves to the CONTRACT PRICE field.

(a) Enter the contract price and the cursor moves to the ORDER QUANTITY field.

(b) Enter the quantity and the extended price is displayed for that item. The cursor moves to the next blank space in the TIIN field. You can enter another TIIN.

OR

(2) Enter N and press [ENTER]. The cursor moves back to the last TIIN field you completed. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- b. Continue these steps until you finish ordering.
- c. When you finish your entries, press [ESC]. The Options Ring Menu - ADD is redisplayed.
- d. Select VIEW SUMMARY from this ring menu to continue processing. The Create Vendor Orders BPA Recap Screen AJK-774 is displayed with the items you ordered.

5.7.1.6 Create Vendor Orders BPA Recap Screen AJK-774. Use this screen (fig. 5.7-7A) to review BPA and other source of supply items you have ordered. This screen displays the contract number, PIIN, call order number, vendor name, vendor ID code, item name, NSN, unit of issue, contract price, order quantity, extended price, and total extended price.

WHEN FINISHED VIEWING ORDER, DEPRESS <ESC>.						
DATE: 17 Jun 90		CREATE VENDOR ORDERS			AJK-774	
BLANKET PURCHASE AGREEMENT RECAP						
CONTRACT NO: DABT59-90-M-0043		PIIN: DABT59-90-A-J043		CALL ORDER NUMBER: 105		
VENDOR NAME: UTZ QUALITY FOODS, INC				VENDOR ID: PC1090		
ITEM NAME	NSN/MCN	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE	
SYRUP MAPLE # 10	8925-00-682-6705	CN \$	2.3300	72	\$	167.76
CEREAL ASST (72 PK PR BX)	8920-00-132-7782	BX	8.8100	20		176.20
BEEF PATTIES DEHY #10 (B)	8905-00-823-7559	CN	5.8900	96		565.44
LETTUCE UNWR FRESH	8915-00-117-3358	LB	0.5500	210		115.50
TOTAL EXTENDED PRICE						1024.81

Figure 5.7-5A. Create Vendor Orders BPA Recap Screen (AJK-774).

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- b. When you finish your review, press [ESC]. An Options Ring Menu - MODIFY is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.7.1.7 Options Ring Menu - MODIFY. Use this ring menu (fig. 5.7-5B) to modify orders, write orders to a file, add new items, return to the BPA Command Menu, or exit processing.

OPTIONS: MODIFY ORDER WRITE ORDER ADD DISCARD EXIT
Make changes to the Vendor Order.

Figure 5.7-5B. Options Ring Menu - MODIFY.

- a. Select MODIFY and the Create Vendor Orders BPA Recap Screen AJK-774 is redisplayed. You can enter new data. See paragraph 5.7.1.6 for processing instructions.
- b. Select WRITE ORDER and the SF 36 - BPA Order Report (PCN AJK-T73) is printed. Then, the Select Options Ring Menu is displayed. See paragraph 5.7.1.8 for processing instructions.
- c. Select ADD and the Enter Items for Vendor Order BPA Screen AJK-649 is displayed. You can add more items to your order.
- d. Select DISCARD and the BPA Command Menu is displayed.
- e. Select EXIT and the system login screen is displayed.

5.7.1.8 Select Options Ring Menu. Use this ring menu (fig. 5.7-6) to create another vendor order, return to the BPA Command Menu, or exit processing.

SELECT OPTIONS: CREATE RETURN EXIT
Continue the Create BPA Vendor Orders process.

Figure 5.7-6. Select Options Ring Menu.

- a. Select CREATE and the Create Vendor Orders BPA Screen AJK-677 is displayed. You can create another order.
- b. Select RETURN and the BPA Command Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.1.9 Interrupt Options Ring Menu. Use this ring menu (fig. 5.7-7) to continue processing, restart the process, return to the BPA Command Menu, or exit processing.

INTERRUPT OPTIONS: A B R X
Restart Input.

Figure 5.7-7. Interrupt Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Create Vendor Orders BPA Screen AJK-677 is displayed. You can restart the process.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.7.1.10 Outputs.

- a. The SF 36 - BPA Order Report (PCN AJK-T73) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.7.2 BPA Receipts Process. Use this process to receipt for BPA and Non BPA items that can be ordered from other supply sources.

5.7.2.1 Processing Restrictions. None.

5.7.2.2 Processing Materials. Use the vendor receipt document to complete this process.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.2.3 Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780. To begin BPA receipts, select B from the BPA Command Menu. The Local Purchase Receipts Blanket Purchase Agreement Screen (fig. 5.7-8) is displayed. The cursor is positioned in the CALL ORDER NUMBER field.

DATE: 26 May 92	LOCAL PURCHASE RECEIPTS BLANKET PURCHASE AGREEMENT	AJK-780
TO RECEIPT FOR A VENDOR, ENTER THE DATA BELOW. WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.		
CALL ORDER NUMBER 100		
PIIN DABT59-91-A-H222		
DATE RECEIVED 26 May 92 DD MMM YY		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.7-8. Local Purchase Receipts Blanket Purchase Agreement Screen (AJK-780).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Complete the PIIN and the cursor moves to the DATE RECEIVED field.
- c. Enter the date received in dd mmm yy format and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- d. Press [ENTER] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

(1) Enter Y and press [ESC]. The Local Purchase Receipts Blanket Purchase Agreement Screen (fig. 5.7-9) is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can enter new data.

NOTE: To interrupt processing throughout the BPA Receipts process, press [DELETE]. The Interrupt Options Ring Menu is displayed. See paragraph 5.7.2.12 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.2.4 Local Purchase Receipts Blanket Purchase Agreement Screen AJK-782. This screen (fig. 5.7-9) displays all unreceipted BPA items for the call order number and PIIN you enter on the Local Purchase Receipts BPA Screen AJK-780. The cursor is positioned in the QUANTITY RECEIVED field for the first item.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>							
DATE: 26 May 92		LOCAL PURCHASE RECEIPTS BLANKET PURCHASE AGREEMENT				AJK-782	
CALL ORDER NUMBER: 100		PIIN: DABT59-91-A-H222					
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER				VENDOR ID:		RICH91	
ITEM NAME	NSN/MCN	U/I	QUANTITY DUE IN	QUANTITY RECEIVED	SHIP STATUS		
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	25	5	P		
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	100	25	P		
CORN DOGS	8940-T91-7208	CS	25	2	P		
ENCHILADAS BEEF	8940-00-T43-5468	CS	25	10	P		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
				CONFIRM INDICATOR:		Y	
Must enter 'Y' or leave blank							

Figure 5.7-9. Local Purchase Receipts Blanket Purchase Agreement Screen (AJK-782).

- a. Use the [ENTER] or ARROW key to scroll forward and back by line.
- b. Use the [F3] key to page forward and the [F4] key to page back.
- c. To order an item, enter a value in the QUANTITY RECEIVED field and press [ENTER]. The cursor moves to the SHIP STATUS field.

NOTE: When you receipt for the total quantity due in, an F is automatically displayed in the SHIP STATUS field. If you receipt for less than the due-in quantity, you must enter a P in the SHIP STATUS field, or zero in the QUANTITY RECEIVED field.

d. Enter a shipment status (P - Partial, F - Final) and press [ENTER]. The cursor moves to the next field.

e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Change Vendor's Quoted Price Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the QUANTITY RECEIVED field. You can enter new data.

5.7.2.5 Change Vendor's Quoted Price Ring Menu. Use this ring menu (fig. 5.7-10) to change a vendor's price, continue processing, return to the BPA Command Menu, or exit processing.

CHANGE VENDOR'S QUOTED PRICE: **CHANGE** NO CHANGE RETURN EXIT
Make changes to the vendor's quoted contract price.

Figure 5.7-10. Change Vendor's Quoted Price Ring Menu.

a. Select CHANGE and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-994 is displayed. See paragraph 5.7.2.6 for processing instructions.

b. Select NO CHANGE and the Local Purchase Receipts Blanket Purchase Agreement Recap VRGC Information Screen AJK-802 is displayed. See paragraph 5.7.2.7 for processing instructions.

c. Select RETURN and the BPA Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.7.2.6 Local Purchase Receipts Blanket Purchase Agreement Screen AJK-994. Use this screen (fig. 5.7-11) to change a vendor's quoted price. The cursor is positioned in the NEW CNT__PR field for the first item. No other data can be changed.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
DATE: 26 May 92		LOCAL PURCHASE RECEIPTS		AJK-994	
BLANKET PURCHASE AGREEMENT					
CALL ORDER NUMBER: 100		PIIN: DABT59-91-A-H222			
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER		VENDOR ID:		RICH91	
ITEM NAME	NSN/MCN	U/I	QUOTED CNT__PR	NEW CNT__PR	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS \$	13.5000	\$ 13.4500	
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	2.5000	2.4900	
CORN DOGS	8940-01-T91-7208	CS	15.7500	15.6000	
ENCHILADAS BEEF	8940-00-T43-5468	CS	14.5000	14.2000	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.					
CONFIRM INDICATOR:		Y			
Must enter 'Y' or leave blank					

Figure 5.7-11. Local Purchase Receipts Blanket Purchase Agreement Screen (AJK-994).

NOTE: The new contract price for BPA items cannot exceed the original vendor quoted price.

a. To change the contract price, enter a new value over the old and press [ENTER]. The cursor moves to the next item. Repeat this step to adjust other prices.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) To confirm, enter Y and press [ESC]. The Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen AJK-802 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the NEW CNT__PR field for the first item. You can enter new data.

5.7.2.7 Local Purchase Receipts Blanket Purchase Agreement Recap VRGC Information Screen AJK-802. Use this screen (fig. 5.7-12) to review a recap of the dollar amount being posted to the VRGC.

a. This screen displays the call order number, PIIN, vendor name, vendor ID code, item name, NSN/MCN, shipment status, standard price, quantity received, and total extended price. The cursor is positioned in the ITEM NAME field for the first item.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

WHEN FINISHED VIEWING VRGC INFORMATION, DEPRESS <ESC>						
DATE: 26 May 9		LOCAL PURCHASE RECEIPTS				AJK-802
BLANKET PURCHASE AGREEMENT RECAP						
VRGC INFORMATION						
CALL ORDER NUMBER: 100		PIIN: DABT59-59-A-H222				
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER			VENDOR ID: RICH91			
ITEM NAME	NSN/MCN	SHIP STATUS	STANDARD PRICE	QUANTITY RECEIVED	EXTENDED PRICE	
BURRITOS BEEF & BEAN	8950-00-T44-1629	P	\$ 12.50	5	\$	62.50
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	P	\$5.00	25		125.00
CORN DOGS	8940-01-T91-7208	P	\$18.36	2		36.72
ENCHILADAS BEEF	8940-00-T43-5468	P	\$18.63	10		186.30
TOTAL EXTENDED PRICE						410.52

Figure 5.7-12. Local Purchase Receipts Blanket Purchase Agreement Recap VRGC Information Screen (AJK-802).

- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC]. The Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.2.8 Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen AJK-996. Use this screen (fig. 5.7-13) to review a recap of the vendor's order.

a. This screen displays the call order number, PIIN, vendor name, vendor ID code, item name, NSN/MCN, unit of issue, quoted price, quantity received, extended price, and total extended price. The cursor is positioned in the ITEM NAME field for the first item.

WHEN FINISHED VIEWING VENDORS INFORMATION, DEPRESS <ESC>.						
DATE: 26 May 92		LOCAL PURCHASE RECEIPTS			AJK-996	
BLANKET PURCHASE AGREEMENT RECAP						
VENDOR INFORMATION						
CALL ORDER NUMBER: 100		PIIN: DABT59-91-A-H222				
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER		VENDOR ID:			RICH91	
ITEM NAME	NSN/MCN	U/I	QUOTED PRICE	QUANTITY RECEIVED	EXTENDED PRICE	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	\$ 13.5000	5	\$	67.50
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	2.5000	25		62.50
CORN DOGS	8940-01-T91-7208	CS	15.7500	2		31.50
ENCHILADAS BEEF	8940-00-T43-5468	CS	14.5000	10		145.00
TOTAL EXTENDED PRICE						306.50

Figure 5.7-13. Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen (AJK-996).

b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC]. The Receipt Options Ring Menu is displayed at the top of the screen.

5.7.2.9 Receipt Options Ring Menu. Use this ring menu (fig. 5.7-14) to adjust quantities or vendor prices, commit receipts, return to the BPA Command Menu, or exit processing.

RECEIPT OPTIONS: ADJUST COMMIT RETURN EXIT
Make changes to the receipt quantity and/or Vendor's quoted price.

Figure 5.7-14. Receipt Options Ring Menu.

a. Select ADJUST and the Adjust Options Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. Select COMMIT and the following messages are displayed: **UPDATING FILES . . . PLEASE WAIT**; then, **VRGC NUMBER ASSIGNED FOR THIS RECEIPT IS __**. The SF 36 - Receiving Report (PCN AJK-T72) is printed. Then, the Select Options Ring Menu (fig. 5.7-16) is displayed.

c. Select RETURN and the BPA Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.7.2.10 Adjust Options Ring Menu. Use this ring menu (fig. 5.7-15) to change the vendor's prices and quantities, return to the BPA Command Menu, or exit processing.

ADJUST OPTIONS: QUANTITY VENDOR'S PRICE RETURN EXIT
Make changes to the entered quantities.

Figure 5.7-15. Adjust Options Ring Menu.

a. Select QUANTITY and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-782 is displayed.

b. Select VENDOR'S PRICE and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-994 is displayed.

c. Select RETURN and the BPA Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.7.2.11 Select Options Ring Menu. Use this ring menu (fig. 5.7-16) to continue processing, return to the BPA Command Menu, or exit processing.

SELECT OPTIONS: CONTINUE RETURN EXIT
Continue the BPA Receipt process.

Figure 5.7-16. Select Options Ring Menu.

a. Select CONTINUE RECEIPT and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780 is displayed. You can process another receipt.

b. Select RETURN and the BPA Command Menu is displayed.

c. Select EXIT and the system login screen is displayed.

5.7.2.12 Interrupt Options Ring Menu. Use this ring menu (fig. 5.7-17) to continue processing, restart the process, return to the BPA Command Menu, or exit processing.

INTERRUPT OPTIONS: A B R X
Restart Input.

Figure 5.7-17. Interrupt Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780 is displayed. You can restart this process.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.7.2.13 Outputs.

- a. The SF 36 - Receiving Report (PCN AJK-T72) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.7.3 BPA Cancellations Process. Use this process to cancel all or selected BPA items.

5.7.3.1 Processing Restrictions. None.

5.7.3.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.3.3 Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803. To begin processing BPA cancellations, select C from the BPA Command Menu. The Local Purchase Cancellation BPA Screen (fig. 5.7-18) is displayed. The cursor is positioned in the CALL ORDER NUMBER field.

DATE :03 Apr 92	LOCAL PURCHASE CANCELLATION BLANKET PURCHASE AGREEMENT	AJK-803						
<p>TO CANCEL A VENDOR ORDER OR CANCEL SELECTED ITEMS FROM A VENDOR ORDER, ENTER THE DATA BELOW. WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.</p> <table style="width: 100%;"><tr><td style="width: 60%;">CALL ORDER NUMBER</td><td style="width: 40%; text-align: right;">66</td></tr><tr><td>PIIN</td><td style="text-align: right;">DABT59-90-A-G043</td></tr><tr><td>DATE CANCELED</td><td style="text-align: right;">03 Apr 92 DD MMM YY</td></tr></table> <p>TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y</p> <p>Must enter 'Y' or leave blank</p>			CALL ORDER NUMBER	66	PIIN	DABT59-90-A-G043	DATE CANCELED	03 Apr 92 DD MMM YY
CALL ORDER NUMBER	66							
PIIN	DABT59-90-A-G043							
DATE CANCELED	03 Apr 92 DD MMM YY							

Figure 5.7-18. Local Purchase Cancellation Blanket Purchase Agreement Screen (AJK-803).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Complete the PIIN the cursor moves to the DATE CANCELED field.
- c. Enter the date canceled and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter Y and press [ESC]. The Cancellation Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can enter new data.

NOTE: To interrupt processing throughout the BPA Cancellations process, press [DELETE]. The Interrupt Options Ring Menu is displayed. See paragraph 5.7.3.10 for processing instructions.

5.7.3.4 Cancellation Options Ring Menu. Use this ring menu (fig. 5.7-19) to cancel all or part of a vendor's order, return to the BPA Command Menu, or exit processing.

CANCELLATION OPTIONS: **ALL ITEMS** SELECTED ITEMS RETURN EXIT
Cancel All items for the entered Call Order Number and PIIN

Figure 5.7-19. Cancellation Options Ring Menu.

- a. Select ALL ITEMS and the Local Purchase Cancellation Blanket Purchase Agreement Recap Screen AJK-828 is displayed. See paragraph 5.7.3.6 for processing instructions.
- b. Select SELECTED ITEMS and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-804 is displayed. See paragraph 5.7.3.5 for processing instructions.
- c. Select RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.3.5 Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-804. Use this screen (fig. 5.7-20) to cancel the BPA items with a due-in quantity for the PIIN and call order number you enter on the Local Purchase Cancellation BPA Screen AJK-803. The call order number, PIIN, vendor name, and ID code are displayed. The item name, NSN/MCN, unit of issue, and quantity on order are displayed for each item. A data entry field is displayed for the quantity canceled. The cursor is positioned in the QUANTITY CANCELED field for the first item.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
DATE: 03 Apr 92		LOCAL PURCHASE CANCELLATION		AJK-804	
		BLANKET PURCHASE AGREEMENT			
CALL ORDER NUMBER: 66		PIIN: DABT59-91-A-H222			
VENDOR NAME: UTZ QUALITY FOODS, INC.		VENDOR ID: PC1090			
				QUANTITY	QUANTITY
ITEM NAME	NSN/MCN	U/I	ON ORDER		CANCELED
BARLEY PEARL 1 LB (LP)	8920-00-T84-6440	PG	48		8
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	50		10
CANDY IND WRPD ASST.	8925-90-T26-4024	LB	120		0
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	10		0

Figure 5.7-20. Local Purchase Cancellation Blanket Purchase Agreement Screen (AJK-804).

- a. Use the [ENTER] or ARROW key to scroll forward and back by line.
- b. Use the [F3] key to page forward through the list and the [F4] key to page back.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. To cancel an item, enter a new quantity and press [ENTER]. The cursor moves to the next item.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Local Purchase Cancellation Blanket Purchase Agreement Recap Screen is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the QUANTITY CANCELED field. You can enter new data.

5.7.3.6 Local Purchase Cancellation Blanket Purchase Agreement Recap Screen AJK-828. Use this screen (fig. 5.7-21) to review a complete order or selected items being canceled. The call order number, PIIN, vendor name, and ID code are displayed. The item name, NSN/ MCN, unit of issue, standard price, quantity received, and extended price are displayed for each item. The cursor is positioned in the ITEM NAME field for the first item.

WHEN FINISHED VIEWING, DEPRESS <ESC>.						
DATE: 03 Apr 92		LOCAL PURCHASE CANCELLATION BLANKET PURCHASE AGREEMENT RECAP			AJK-828	
CALL ORDER NUMBER: 66		PIIN: DABT59-91-A-H222				
VENDOR NAME: UTZ QUALITY FOODS, INC.					VENDOR ID: PC1090	
ITEM NAME	NSN/MCN	UI	STANDARD PRICE	QUANTITY CANCELED	EXTENDED PRICE	
BARLEY PEARL 1 PD (LP)	8920-00-T84-6440	PG	\$ 0.57	8	\$ 4.56	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	12.50	10	125.00	
TOTAL EXTENDED PRICE					129.56	

Figure 5.7-21. Local Purchase Cancellation Blanket Purchase Agreement Recap Screen (AJK-828).

NOTE: When canceling a complete order, all BPA items for the call order number and PIIN are displayed. When canceling selected BPA items, all items with quantities greater than zero from Screen AJK-804 are displayed.

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The All Cancellation Ring Menu or Selected Cancellation Ring Menu (para 5.7.3.8) is displayed.

5.7.3.7 All Cancellation Ring Menu. Use this ring menu (fig. 5.7-22) to cancel all items, start over, return to the BPA Command Menu, or exit processing.

ALL CANCELLATION: **PROCEED** ABANDON RETURN EXIT
Proceed with the cancellation process.

Figure 5.7-22. All Cancellation Ring Menu.

- a. Select PROCEED and the Select Options Ring Menu is displayed. See paragraph 5.7.3.9 for processing instructions.
- b. Select ABANDON and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803 is displayed.

- c. Select RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.7.3.8 Selected Cancellation Ring Menu. Use this ring menu (fig. 5.7-23) to adjust items before canceling, proceed with selected cancellations, return to the BPA Command Menu, or exit processing.

SELECTED CANCELLATION: ADJUST PROCEED RETURN EXIT
Make changes to the items to be cancelled.

Figure 5.7-23. Selected Cancellation Ring Menu.

- a. Select ADJUST and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-804 is displayed.
- b. Select PROCEED and the Select Options Ring Menu is displayed.
- c. Select RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.7.3.9 Select Options Ring Menu. Use this ring menu (fig. 5.7-24) to cancel another vendor order or part of a vendor order, return to the BPA Command Menu, or exit processing.

SELECT OPTIONS: CANCEL RETURN EXIT
Continue the BPA Receipt process.

Figure 5.7-24. Select Options Ring Menu.

- a. Select CANCEL and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803 is displayed. You can process another cancellation.
- b. Select RETURN and the BPA Command Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

5.7.3.10 Interrupt Options Ring Menu. Use this ring menu (fig. 5.7-25) to continue processing, restart the process, return to the BPA Command Menu, or exit processing.

INTERRUPT OPTIONS: A B R X Restart Input.

Figure 5.7-25. Interrupt Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803 is displayed. You can restart this process.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.7.3.11 Outputs. No reports are printed during this process.

5.7.4 BPA Inquiry Process. Use this process to query all or detailed status on BPA orders.

5.7.4.1 Processing Restrictions. None.

5.7.4.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.4.3 Blanket Purchase Agreement Inquiry Screen AJK-200. To begin processing a BPA inquiry, select D from the BPA Command Menu. The BPA Inquiry Screen (fig. 5.7-26) is displayed.

BLANKET PURCHASE AGREEMENT INQUIRY: A B R X		
INQUIRY ON ALL BPA ORDERS		
DATE: 01 Apr 92	BLANKET PURCHASE AGREEMENT INQUIRY	AJK-200
OPTION CODE	DESCRIPTION	
A	ALL BPA ORDERS	
B	DETAILED INQUIRY	
R	RETURN TO BPA COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.7-26. Blanket Purchase Agreement Inquiry Screen (AJK-200).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.4.3.1 All BPA Orders Option. To review all BPA orders, select A from the BPA Inquiry Screen. The Blanket Purchase Agreement Inquiry Screen AJK-203 (fig. 5.7-27) is displayed. This screen displays the call order number, PIIN, vendor ID code, vendor's name, and the receipt status.

DATE: 26 Apr 92		BLANKET PURCHASE AGREEMENT		AJK-203
INQUIRY ON ALL OPEN BPA ORDERS				
WHEN FINISHED VIEWING DATA, PRESS <ESC>.				
ORDER CALL		VENDOR	VENDOR	OPEN/
NUMBER	PIIN	ID	NAME	CLOSED
42	DABT5989A0085	RICT82	RICHTER DISTRIBUTING COMPANY	CL
98	DABT5989AL095	SAND82	SANDLER FOODS	CL
99	DABT5989AL085	RICT82	RICHTER DISTRIBUTING COMPANY	CL
102	DABT5989AL095	SAND83	SANDLER FOOD	CL
103	DABT5989AL095	SAND83	SANDLER FOODS	CL
104	DABT5989AM095	SAND83	SANDLER FOODS	CL
105	DABT5989AA085	RICT82	RICHTER DISTRIBUTING COMPANY	CL
106	DABT5989AA095	SAND83	SANDLER FOODS	CL
193	DABT5989AA092	KKD189	KRISPY KREME DOUGHNUTS	OP
194	DABT5989A0085	RICT82	RICHTER DISTRIBUTING COMPANY	OP
195	DABT5989AA095	SAND83	SANDLER FOODS	OP
289	DABT5989AM085	RICT82	RICHTER DISTRIBUTING COMPANY	CL

Figure 5.7-27. Blanket Purchase Agreement Inquiry Screen (AJK-203).

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. A print request is displayed at the top of the screen.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) To print a report, enter Y. The Inquiry on All BPA Orders Report (PCN AJK-T81) is printed. Then, the Blanket Purchase Agreement Inquiry Ring Menu (fig. 5.7-28) is displayed at the top of the BPA Inquiry Screen.

OR

(2) If you do not want a print, enter N. The Blanket Purchase Agreement Inquiry Ring Menu is displayed at the top of the BPA Inquiry Screen.

NOTE: To interrupt processing throughout the BPA Inquiry process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.7.4.4 for processing instructions.

5.7.4.3.2 Blanket Purchase Agreement Inquiry Ring Menu. Use this ring menu (fig. 5.7-28) to select the type of inquiry you want to review next.

BLANKET PURCHASE AGREEMENT INQUIRY: **A** B R X
INQUIRY ON ALL OPEN BPA ORDERS

Figure 5.7-28. Blanket Purchase Agreement Inquiry Ring Menu.

- a. Select A and the Blanket Purchase Agreement Inquiry on All BPA Orders Screen AJK-203 is displayed.
- b. Select B and the Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen AJK-201 is displayed.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.4.3.3 Detailed Inquiry Option. To review a detailed BPA order, select B from the BPA Inquiry Screen. The Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen (fig. 5.7-29) is displayed. The cursor is positioned in the CALL ORDER NUMBER field.

DATE: 26 Apr 92	BLANKET PURCHASE AGREEMENT	AJK-201
DETAILED INQUIRY ON A BPA ORDER		
ENTER THE CALL ORDER NUMBER AND PIIN WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.		
CALL ORDER NUMBER	42	
PIIN	DABT59 - 91-A-H222	

Figure 5.7-29. Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen (AJK-201).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Enter a PIIN for the BPA order and press [ESC]. The Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen AJK-202 (fig. 5.7-30) is displayed.

OR

- c. Press [ENTER] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.7.4.3.4 Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen AJK-202. Use this screen (fig. 5.7-30) to review and print the Detailed Inquiry on a BPA Order Report (PCN AJK-T82). This screen displays the contract number, PIIN, call order number, vendor name, vendor ID code, item name, NSN/MCN, unit of issue, quoted price, order quantity, and quantity received.

DATE: 26 Apr 92		BLANKET PURCHASE AGREEMENT			AJK-202	
DETAILED INQUIRY ON A BPA ORDER						
WHEN FINISHED VIEWING ORDER PRESS <ESC>.						
CONTRACT NO: DABT59-89-A-0085		PIIN: DABT59-89-A-A085		CALL ORDER NUMBER: 42		
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER					VENDOR ID: RICH82	
ITEM NAME	NSN/MCN	U/I	QUOTED PRICE	QUANTITY DUE IN	RECEIVED QUANTITY	
ANTIBROWNING AGENT 1 LB	8950-01-223-8600	JR	\$ 1.3100	3	0	
BURRITOS BEEF & BEAN	8950-00-T44-1629	CS	13.5000	10	0	
CORN DOGS	8940-01-T91-7208	CS	15.7500	25	0	
ENCHILADAS BEEF	8940-00-T43-5468	CS	14.5000	25	0	

Figure 5.7-30. Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen (AJK-202).

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back..
- b. When you finish your review, press [ESC]. A print request is displayed at the top of the screen.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) To print a report, enter Y. The Detailed Inquiry on a BPA Order Report (PCN AJK-T82) is printed. Then, the Blanket Purchase Agreement Inquiry Ring Menu is displayed. See paragraph 5.7.4.3.2 for processing instructions.

OR

(2) If you do not want a print, enter N. The Blanket Purchase Agreement Inquiry Ring Menu is displayed.

5.7.4.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.7-31) to continue processing, start over, return to the BPA Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen

Figure 5.7-31. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Blanket Purchase Agreement Inquiry Screen AJK-200 is displayed.
- c. Select DISCARD & RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.7.4.5 Outputs.

a. The Inquiry on All BPA Orders Report (PCN AJK-T81) and the Detailed Inquiry on a BPA Order Report (PCN AJK-T82) are printed during this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.8 Reversal/Adjustment Subfunction.

a. Use this subfunction to execute issue reversals or adjustments for open accounts, reverse or adjust DPSC/DSO/commissary receipts, BPA and non-BPA local purchase receipts, and turn-ins to TISA. You can also make inventory adjustments to the MIF balance on hand for TISA stocked items and reverse or adjust transfers you send to or receive from another TISA. This subfunction contains four processes and two exit options:

- (1) Issues (para 5.8.1).
- (2) Receipts (para 5.8.2).
- (3) Inventory Adjustments (para 5.8.3).
- (4) Transfers (para 5.8.4).

NOTE: Reversal Transactions for turn-ins and issues can only be entered for customers with open accounts.

b. To review the processes in the Reversal/Adjustment subfunction, select G from the Stock Accounting Command Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. The Reversal/Adjustment Command Menu (fig. 5.8-1) is displayed.

REVERSAL/ADJUSTMENT: A B C D R X		
Issues command options		
DATE: 03 SEP 92	REVERSAL/ADJUSTMENT COMMAND MENU	AJK-835
	<div>OPTION CODE</div> <div>A - ISSUES B - RECEIPTS C - INVENTORY ADJUSTMENT D - TRANSFERS R - RETURN TO STOCK ACCOUNTING COMMAND MENU X - EXIT FROM TISA PROCESSING</div>	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.8-1. Reversal/Adjustment Command Menu Screen (AJK-835).

5.8.1 Issues Process. Use this process to reverse or adjust issues for Active Army, PDO/VET samples, forced issues, or other customer accounts.

5.8.1.1 Processing Restrictions. None.

5.8.1.2 Processing Materials. The Daily Transaction Register Report (PCN AJK-6M1) and the Monthly Transaction Register Report (PCN AJK-6N1) give you the necessary information for reversals.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.3 Issues Reversal/Adjustment Command Options Screen AJK-831. Use this screen (fig. 5.8-2) to select the type of issue reversal you want to run.

ISSUES REVERSALS COMMAND OPTIONS: A B C D E R X		
ACTIVE ARMY		
DATE: 14 FEB 92	ISSUES REVERSAL/ADJUSTMENT COMMAND OPTIONS	AJK-831
OPTION CODE	DESCRIPTION	
A	ACTIVE ARMY	
B	PDO/VET SAMPLES	
C	FORCED ISSUES	
D	WARMING BEVERAGE	
E	OTHER	
R	RETURN TO REVERSAL/ADJUSTMENT COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.8-2. Issues Reversals/Adjustment Command Options Screen (AJK-831).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.3.1 Issues Reversal/Adjustment - Active Army Option. To process Active Army reversals, select A from the Issues Reversal Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Active Army (fig. 5.8-3) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-832
	[ACTIVE ARMY]	
CUSTOMER ID: [YDF002]		
ISSUE DATE: [02] [FEB] [92]		
DD MM YY		
DOCUMENT NUMBER: []		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		

Figure 5.8-3. Issue Reversal/Adjustment Screen (AJK-832) - ACTIVE ARMY OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 is displayed. See paragraph 5.8.1.3.4 for processing instructions.

OR

- c. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.
- d. When you select a shopping list that contains MREs or LRPs, the Issues Reversal/Adjustment Screen AJK-995 is displayed first. See paragraph 5.8.1.3.3 for processing instructions. Then, the Issues Reversal/Adjustment Screen AJK-833 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

e. To interrupt processing throughout the Issues Reversal process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.1.8 for processing instructions.

NOTE: When the customer you enter has an ARCS and FRIS account, the Type Account Entry Screen is displayed. See paragraph 5.8.1.3.2 for processing instructions.

5.8.1.3.2 Type Account Entry Screen AJK-859. Use this screen (fig. 5.8-4) when the customer you enter has an ARCS and FRIS account.

DATE: [14 Feb 92]	TYPE ACCOUNT ENTRY	AJK-859
CUSTOMER [YDF002] HAS BOTH AN ARCS ACCOUNT AND A FRIS ACCOUNT.		
PLEASE ENTER THE TYPE OF ACCOUNT TO BE USED AND DEPRESS <ESC>: [A]		
Enter 'A' for ARCS or 'F' for FRIS DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		

Figure 5.8-4. Type Account Entry Screen (AJK-859).

a. This screen displays the customer ID code you enter on the Issues Reversal/Adjustment Screen AJK-832. The cursor is positioned in the TYPE ACCOUNT field.

b. Enter the type of account (A - ARCS or F - FRIS), and press [ESC].

(1) When an issue document contains operational rations, the Issues Reversal/Adjustment Screen AJK-995 (fig. 5.8-5) is displayed.

OR

(2) For regular issues, the Issues Reversal/Adjustment Screen AJK-833 - Active Army (fig. 5.8-6) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.3.3 Issues Reversal/Adjustment Screen AJK-995. Use this screen (fig. 5.8-5) to enter your document numbers when reversing MREs or LRPs. The cursor is positioned in the MRE DOCUMENT NUMBER field.

DATE: 14 Feb 92	ISSUES REVERSAL/ADJUSTMENT	AJK-995
ISSUE DOCUMENT	YDF002	
THE ABOVE DOCUMENT CONTAINS MRE/LRP ITEMS		
TO REVERSE THESE ITEMS, A SEPARATE DOCUMENT NUMBER MUST BE ENTERED		
PLEASE COMPLETE THE APPLICABLE DOCUMENT NUMBER(S) BELOW		
MRE DOCUMENT NUMBER:	YDAMRE	2045 0012
	DODAAC	YDDD SER.
LRP DOCUMENT NUMBER:		
	DODAAC	YDDD SER.
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		
Enter the MRE serial number to reverse MRE items - depress <ENTER>		

Figure 5.8-5. Issue Reversal/Adjustment Screen (AJK-995).

- a. This screen displays a partially completed document number for the ration you want to adjust.
- b. Enter a four-digit Julian date in YDDD format and the cursor moves to the SER. field.
- c. Enter a four-digit serial number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - Active Army is displayed. See paragraph 5.8.1.3.4 for processing instructions.

OR

- d. Press [ENTER] and the cursor moves back to the beginning of the DOCUMENT NUMBER field. You can correct your entries.

OR

- e. If you don't want to adjust these items, press [ESC] with no entry. The Issues Reversal/Adjustment Screen AJK-833 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1 1 July 2001

5.8.1.3.4 Issues Reversal/Adjustment Screen AJK-833 - Active Army. Use this screen (fig. 5.8-6) to select the items you want to reverse. The customer ID code, issue date, NSN, item name, unit of issue, and quantity are displayed. Data entry fields are displayed for the reversal code and new quantity. The cursor is positioned in the REV. CD field.

DATE: [14 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
		[ACTIVE ARMY]			
ISSUE DOCUMENT NUMBER: [CUSTOMER ID: [YDF002]	
MRE DOCUMENT NUMBER: [ISSUE DATE: [02 Feb 92]	
LRP DOCUMENT NUMBER: [

REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8915-00-044-1918]	[VEG FZN POTATOES HASH BR]	[LB]	[20]	[10]
[]	[8915-00-126-8804]	[ORANGES FRESH]	[LB]	[20]	[]
[R]	[8915-00-126-8805]	[PEARS FRESH]	[LB]	[20]	[10]
[]	[8940-00-T44-1629]	[BURRITOS BEEF & BEAN]	[CS]	[20]	[]
[]	[8915-00-T27-8272]	[APPLESAUCE DIET #10 (KAH)]	[CS]	[20]	[]
[]	[8915-01-069-4969]	[GRAPEFRUIT #3]	[CN]	[20]	[]
[]	[8950-01-079-6943]	[SALT 5 LB BAG]	[BG]	[20]	[]

DEPRESS ESCAPE WHEN FINISHED ENTERING DATA
CONFIRMATION CODE: [C]

Enter a 'C' and depress escape to confirm and conclude data entry

Figure 5.8-6. Issue Reversal/Adjustment Screen (AJK-833) - Active Army.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER].
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.4 Issues Reversal/Adjustment - PDO/VET Samples Option. To process PDO/VET Sample reversals, select B from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - PDO/VET Samples (fig. 5.8-8) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT [PDO/VET SAMPLES]	AJK-832
CUSTOMER ID: [YDDPDO]		
ISSUE DATE: [11] [FEB] [92] DD MMM YY		
DOCUMENT NUMBER: [YDDPDO10111002]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		

Figure 5.8-8. Issue Reversal/Adjustment Screen (AJK-832) - PDO/VET SAMPLES OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - PDO/VET Samples (fig. 5.8-9) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.8.1.4.1 Issues Reversal/Adjustment Screen AJK-833 - PDO/VET Samples. Use this screen (fig. 5.8-9) to select the items you want to reverse. The cursor is positioned in the REV. CD field for the first item.

DATE: [14 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
[PDO/VET SAMPLES]					
ISSUE DOCUMENT NUMBER: [YDDPD010111002]		CUSTOMER ID: [YDDPDO]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					

REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8915-00-044-1918]	[VEG FZN POTATOES HASH BR] [LB]	[10]	[9]
[R]	[8915-00-286-5399]	[APRICOTS #10] [CN]	[12]	[6]
[R]	[8915-00-616-0223]	[PEARS #10] [CN]	[24]	[18]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]

DEPRESS ESCAPE WHEN FINISHED ENTERING DATA

CONFIRMATION CODE: [C]

Enter a 'C' and depress escape to confirm and conclude data entry

Figure 5.8-9. Issue Reversal/Adjustment Screen (AJK-833) - PDO/VET Samples.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - PDO/VET Samples is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.4.2 Issues Reversal/Adjustment Screen AJK-834 - PDO/VET Samples. Use this screen (fig. 5.8-10) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[PDO/VET SAMPLES]					
DATE: [14 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-834	
ISSUE DOCUMENT NUMBER: [YDDPD010111002]		CUSTOMER ID: [YDDPD0]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM					
NSN	ITEM NAME	U/I	QTY	NEW QTY	
[8915-00-162-9878]	[VEG FZN BEANS GR FR STYLE]	[LB]	[10]	[9]
[8915-00-286-5399]	[APRICOTS #10]	[CN]	[12]	[6]
[8915-00-616-0223]	[PEARS #10]	[CN]	[24]	[18]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS					

Figure 5.8-10. Issue Reversal/Adjustment Screen (AJK-834) - PDO/VET Samples.

a. You can review this screen by using the following keys:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.5 Issues Reversal/Adjustment - Forced Issues Option. To reverse forced issues, select C from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Forced Issues (fig. 5.8-11) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT [FORCED ISSUES]	AJK-832
CUSTOMER ID: [YDF002]		
ISSUE DATE: [11] [FEB] [92]		
DD MMM YY		
DOCUMENT NUMBER: [W26QKQ10111001]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		
Please enter the Document Number and depress escape		

Figure 5.8-11. Issue Reversal/Adjustment Screen (AJK-832) - FORCED ISSUES OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - Forced Issues (fig. 5.8-12) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.8.1.5.1 Issues Reversal/Adjustment Screen AJK-833 - Forced Issues. Use this screen (fig. 5.8-12) to select the items you want to reverse. The cursor is positioned in the REV. CD field for the first item.

DATE: [14 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
		[FORCED ISSUES]			
ISSUE DOCUMENT NUMBER: [W26QKQ10111001]		CUSTOMER ID: [YDF002]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					
REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8905-00-655-8410]	[BEEF LIVER SLICED] [LB]	[9]	[8]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA					
CONFIRMATION CODE: [C]					
Enter a 'C' and depress escape to confirm and conclude data entry					

Figure 5.8-12. Issue Reversal/Adjustment Screen (AJK-833) - Forced Issues.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity or zero and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - Forced Issues is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.5.2 Issues Reversal/Adjustment Screen AJK-834 - Forced Issues. Use this screen (fig. 5.8-13) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[FORCED ISSUES]		
DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-834
ISSUE DOCUMENT NUMBER: [W26QKQ10111001]		CUSTOMER ID: [YDF002]
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]
LRP DOCUMENT NUMBER: []		
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM		
NSN	ITEM NAME	U/I QTY NEW QTY
[8905-00-655-8410]	[BEEF LIVER SLICED]	[LB] [9] [8]
[8905-00-753-6107]	[TURKEY BONED 29 OZ]	[LB] [30] [40]
[]	[]	[] [] []
[]	[]	[] [] []
[]	[]	[] [] []
[]	[]	[] [] []
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS		

Figure 5.8-13. Issue Reversal/Adjustment Screen (AJK-834) - Forced Issues.

a. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.6 Issues Reversal/Adjustment - Warming Beverage Option. To reverse warming beverage issues, select D from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Warming Beverage (fig. 5.8-14) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-832
	[WARMING BEVERAGE]	
CUSTOMER ID: [YDABEV]		
ISSUE DATE: [11] [FEB] [92] DD MMM YY		
DOCUMENT NUMBER: [YDABEV10110001]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		
Please enter the Document Number and depress escape		

Figure 5.8-14. Issue Reversal/Adjustment Screen (AJK-832) - WARMING BEVERAGE OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - Warming Beverage (fig. 5.8-15) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.8.1.6.1 Issues Reversal/Adjustment Screen AJK-833 - Warming Beverage. Use this screen (fig. 5.8-15) to select the items you want to reverse. The cursor is positioned in the REV. CD field for the first item.

DATE: [12 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
[WARMING BEVERAGE]					
ISSUE DOCUMENT NUMBER: [YDABEV10110001]			CUSTOMER ID: [YDABEV]		
MRE DOCUMENT NUMBER: []			ISSUE DATE: [11 Feb 92]		
LRP DOCUMENT NUMBER: []					

REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8955-00-286-5368]	[COFFEE 2 LB] [LB]	[12]	[9]
[R]	[8935-00-149-1359]	[SOUP BEEF W/NDLS] [CN]	[24]	[18]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]

DEPRESS ESCAPE WHEN FINISHED ENTERING DATA

CONFIRMATION CODE: [C]

Enter a 'C' and depress escape to confirm and conclude data entry

Figure 5.8-15. Issue Reversal/Adjustment Screen (AJK-832) - Warming Beverage.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - Warming Beverage is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.6.2 Issues Reversal/Adjustment Screen AJK-834 - Warming Beverage. Use this screen (fig. 5.8-16) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[WARMING BEVERAGE]					
DATE: [12 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-834	
ISSUE DOCUMENT NUMBER: [YDABEV10110001]		CUSTOMER ID: [YDABEV]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM					
NSN	ITEM NAME	U/I	QTY	NEW QTY	
[8955-00-286-5368]	[COFFEE 2 LB] [LB]	[12]	[9]	
[8935-00-149-1359]	[SOUP BEEF W/NDLS #2 1/2] [CN]	[24]	[18]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS					

Figure 5.8-16. Issue Reversal/Adjustment Screen (AJK-834) - Warming Beverage.

a. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.7 Issues Reversal/Adjustment - Other Option. To reverse other issues, select E from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Other (fig. 5.8-17) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [03 Feb 92]	ISSUES REVERSAL/ADJUSTMENT [OTHER]	AJK-832
CUSTOMER ID: [FB6461]		
ISSUE DATE: [01] [FEB] [92] DD MMM YY		
DOCUMENT NUMBER: [FEB646110111000]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		
Please enter the Document Number and depress escape		

Figure 5.8-17. Issue Reversal/Adjustment Screen (AJK-832) - OTHER OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issue Reversal/Adjustment Screen AJK-833 - Other (fig. 5.8-18) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.1.7.1 Issues Reversal/Adjustment Screen AJK-833 - Other. Use this screen (fig. 5.8-18) to select the items you want to adjust. The cursor is positioned in the REV. CD field for the first item.

DATE: [03 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
		[OTHER]			
ISSUE DOCUMENT NUMBER: [FB646110111000]		CUSTOMER ID: [FB6461]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [01 Feb 92]			
LRP DOCUMENT NUMBER: []					
REV. CDNSNITEM NAMEU/IQTYNEW QTY					
[]	[8905-00-403-9592]	[BACON SLICED FZN SHINGLE]	[LB]	[6] []
[R]	[8905-01-182-6058]	[HAM SECTION & FORMED]	[LB]	[25] [20]
[]	[8910-00-125-8440]	[CHEESE NAT CHEDDAR]	[LB]	[15] []
[]	[]	[]]	[]	[] []
[]	[]	[]]	[]	[] []
[]	[]	[]]	[]	[] []
[]	[]	[]]	[]	[] []
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA					
CONFIRMATION CODE: [C]					
Enter a 'C' and depress escape to confirm and conclude data entry.					

Figure 5.8-18. Issue Reversal/Adjustment Screen (AJK-832) - ACTIVE ARMY OPTION.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - Other is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.7.2 Issues Reversal/Adjustment Screen AJK-834 - Other. Use this screen (fig. 5.8-19) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[OTHER]		
DATE: [03 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-834
ISSUE DOCUMENT NUMBER: [FB646110111000]		CUSTOMER ID: [FB6461]
MRE DOCUMENT NUMBER: []		ISSUE DATE: [01 Feb 92]
LRP DOCUMENT NUMBER: []		
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM		
NSNITEM NAMEU/IQTYNEW QTY		
[8905-01-182-6058]	[HAM SECTION & FORMED] [LB] [25] [20]
[8910-00-125-8440]	[CHEESE NAT CHEDDAR] [LB] [15] [10]
[]	[]] [] [] []
[]	[]] [] [] []
[]	[]] [] [] []
[]	[]] [] [] []
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS		

Figure 5.8-19. Issue Reversal/Adjustment Screen (AJK-834) - Other.

a. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

5.8.1.8 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-20) to continue processing, return to the Issues Command Menu, return to the Issues Reversal/Adjustment Command Options Screen, or exit processing.

PROCESS INTERRUPT: Continue Start over Return eXit
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-20. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start over and you can begin this process again.
- c. Select Return and the Issues Reversal/Adjustment Command Options Screen is displayed.
- d. Select eXit and the system login screen is displayed.

5.8.1.9 Outputs.

a. The Issues Reversal/Adjustment Report (PCN AJK-XN4), the Issues Reversal/Adjustment Report (PCN AJK-XS1), and the Issues Reversal/Adjustment Report (PCN AJK-XT1) are printed during this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off the file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.2 Receipts Process. Use this process to reverse or adjust receipts from any supply source.

5.8.2.1 Processing Restrictions. The receipt transaction must be on the Document History File (DHF) before you can process a reversal.

5.8.2.2 Processing Materials. Use the Daily Transaction Register Report (PCN AJK-6M1) and the Monthly Transaction Register Report (PCN AJK-6N1) to get receipt information for reversals.

5.8.2.3 Receipt Reversal/Adjustment Command Menu Screen AJK-836. To begin processing receipt reversals, select B from the Reversal/Adjustment Command Menu. The Receipt Reversal/Adjustment Command Menu is displayed. Use this menu (fig. 5.8-21) to select the type of receipt reversal or adjustment you want to run.

RECEIPT REVERSALS/ADJUSTMENTS: A B C D R X		
DPSC/DSO/COMMISSARY		
DATE: 19 FEB 92	RECEIPT REVERSAL/ADJUSTMENT COMMAND MENU	AJK-836
OPTION CODE	DESCRIPTION	
A -	DPSC/DSO/COMMISSARY RECEIPTS	
B -	TURN-INS	
C -	BPA	
D -	LOCAL PURCHASE	
R -	RETURN TO REVERSAL/ADJUSTMENT COMMAND MENU	
X -	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.8-21. Receipt Reversal/Adjustment Command Menu Screen (AJK-836).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

NOTE: To interrupt processing throughout the Receipts process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.4 for processing instructions.

5.8.2.3.2 DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-056. Use this screen (fig. 5.8-23) to select the DPSC/DSO/commissary receipt you want to reverse. You can only choose one receipt to reverse. The document number, original VRGC number, transaction date, NSN, item name, unit of issue, quantity, and shipping indicator are displayed. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REV IND field for the first item.

DATE: [19 Feb 92]		DPSC/DSO/COMMISSARY RECEIPT REVERSAL/ADJUSTMENT				AJK-056																																																																									
DOCUMENT NUMBER: [W26QKQ10367000]		ORIGINAL VRGC NUMBER:		[4]																																																																											
SELECT ONE RECEIPT TO REVERSE AND DEPRESS <ESC>																																																																															
<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">TRANSACTION</th><th></th><th></th><th></th><th></th><th></th><th style="text-align: right;">SHIPPING</th><th style="text-align: right;">REV</th></tr><tr><th style="text-align: left;">DATE</th><th style="text-align: left;">NSN</th><th style="text-align: left;">ITEM NAME</th><th style="text-align: left;">UI</th><th style="text-align: left;">QTY</th><th style="text-align: left;">IND</th><th></th><th></th></tr></thead><tbody><tr><td>[05 Feb 92]</td><td>[8915-00-437-7943]</td><td>[JU FZN ORANG 32 OZ</td><td>] [CN]</td><td>[60]</td><td>[F]</td><td>[R]</td></tr><tr><td>[05 Feb 92]</td><td>[8905-00-965-2128]</td><td>[CHIC CUT UP W/O BACK</td><td>] [LB]</td><td>[150]</td><td>[F]</td><td>[]</td></tr><tr><td>[]</td><td>[]</td><td>[]</td><td>] []</td><td>[]</td><td>[]</td><td>[]</td></tr><tr><td>[]</td><td>[]</td><td>[]</td><td>] []</td><td>[]</td><td>[]</td><td>[]</td></tr><tr><td>[]</td><td>[]</td><td>[]</td><td>] []</td><td>[]</td><td>[]</td><td>[]</td></tr><tr><td>[]</td><td>[]</td><td>[]</td><td>] []</td><td>[]</td><td>[]</td><td>[]</td></tr><tr><td>[]</td><td>[]</td><td>[]</td><td>] []</td><td>[]</td><td>[]</td><td>[]</td></tr><tr><td>[]</td><td>[]</td><td>[]</td><td>] []</td><td>[]</td><td>[]</td><td>[]</td></tr></tbody></table>								TRANSACTION						SHIPPING	REV	DATE	NSN	ITEM NAME	UI	QTY	IND			[05 Feb 92]	[8915-00-437-7943]	[JU FZN ORANG 32 OZ] [CN]	[60]	[F]	[R]	[05 Feb 92]	[8905-00-965-2128]	[CHIC CUT UP W/O BACK] [LB]	[150]	[F]	[]	[]	[]	[]] []	[]	[]	[]	[]	[]	[]] []	[]	[]	[]	[]	[]	[]] []	[]	[]	[]	[]	[]	[]] []	[]	[]	[]	[]	[]	[]] []	[]	[]	[]	[]	[]	[]] []	[]	[]	[]
TRANSACTION						SHIPPING	REV																																																																								
DATE	NSN	ITEM NAME	UI	QTY	IND																																																																										
[05 Feb 92]	[8915-00-437-7943]	[JU FZN ORANG 32 OZ] [CN]	[60]	[F]	[R]																																																																									
[05 Feb 92]	[8905-00-965-2128]	[CHIC CUT UP W/O BACK] [LB]	[150]	[F]	[]																																																																									
[]	[]	[]] []	[]	[]	[]																																																																									
[]	[]	[]] []	[]	[]	[]																																																																									
[]	[]	[]] []	[]	[]	[]																																																																									
[]	[]	[]] []	[]	[]	[]																																																																									
[]	[]	[]] []	[]	[]	[]																																																																									
[]	[]	[]] []	[]	[]	[]																																																																									
Enter 'R' to reverse or leave blank																																																																															

Figure 5.8-23. DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen (AJK-056).

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

a. To reverse an item, enter R and press [ESC]. The DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-057 is displayed with the Type Receipt Reversal Ring Menu at the top of the screen.

OR

b. Press [ENTER] with no entry and the cursor moves to the next item.

OR

c. Press [ESC] with no entry and the following message is displayed: **NO RECEIPTS SELECTED FOR REVERSAL**. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.3.3 DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-057. Use this screen (fig. 5.8-24) to confirm a complete or partial receipt reversal. The cursor is positioned in the first option of the Type Receipt Reversal Ring Menu.

a. This screen displays the document number, original VRGC number, transaction date, NSN, item name, unit of issue, quantity, shipping indicator, and suffix code.

TYPE RECEIPT REVERSAL: COMPLETE PARTIAL DISCARD & RETURN EXIT							
Completely reverse the receipt.							
[]							
DATE: [19 Feb 92]		DPSC/DSO/COMMISSARY RECEIPT REVERSAL/ADJUSTMENT				AJK-057	
DOCUMENT NUMBER: [W26QKQ10367000]				ORIGINAL VRGC NUMBER: [4]			
TRANSACTION							
DATE	NSN	ITEM NAME	UI	QTY	IND	SHIPPING SUF	
[05 Feb 92]	[8915-00-437-7943]	[JU FZN ORANG 32 OZ] [CN]	[60]	[F]	[A]	
[ENTER NEW QUANTITY AND/OR SHIPPING INDICATOR AND DEPRESS <ESC>]							
[NEW QTY:]			[55]				
[NEW SHIPPING INDICATOR:]			[P]				
[SUFFIX CODE:]			[A]				
[CONFIRM INDICATOR:] [C]				
Enter 'C' to confirm or leave blank and depress <ESC>							

Figure 5.8-24. DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen (AJK-057).

b. Select COMPLETE and the CONFIRM INDICATOR field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) To confirm the reversal, enter C and press [ESC]. A confirmation message is displayed. Then, the DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-993 (fig. 5.8-25) is displayed.

OR

(2) Press [ESC] with no entry and the Type Receipt Reversal Ring Menu is redisplayed at the top of the screen. You can select another option.

c. Select PARTIAL and new receipt data fields are displayed at the bottom of the screen.

(1) Enter a quantity in the NEW QTY field and press [ENTER]. The cursor moves to the NEW SHIPPING INDICATOR field. The new shipping indicator you enter must be different from the one on the original receipt.

(2) Enter P or F (P for partial or F for final) and press [ENTER]. The cursor moves to the SUFFIX CODE field.

(3) Enter a suffix code and press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter C to confirm and press [ESC]. The Receipt Reversal Report (PCN AJK-VT1) is printed. Then, the DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-993 is displayed.

OR

(b) Press [ESC] with no entry and the Type Receipt Reversal Ring Menu is redisplayed.

d. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.

e. Select EXIT and the system login screen is displayed.

5.8.2.3.4 DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-993. Use this screen (fig. 5.8-25) to review the new VRGC number assigned to a reversal.

[]	
DATE: [19 Feb 92]	DPSC/DSO/COMMISSARY RECEIPT REVERSAL/ADJUSTMENT	AJK-993
PLEASE NOTE THE VRGC NUMBER. WHEN FINISH VIEWING DATA PRESS <ESC>. []		
VRGC NUMBER [5]		
DOCUMENT NUMBER [W26QKQ10367000]		

Figure 5.8-25. DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen (AJK-993).

- a. This screen displays the new VRGC number and the original document number.
- b. When you finish your review, press [ESC]. The Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-26) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-26. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.8.2.5 Receipt Reversal Adjustment - Turn-ins Option. To reverse a turn-in, select B from the Receipt Reversal/Adjustment Command Menu. The Turn-in Reversal/Adjustment Screen (fig. 5.8-27) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [20 Feb 92]	TURN-IN REVERSAL/ADJUSTMENT	AJK-813
ENTER THE CUSTOMER ID AND DOCUMENT NUMBER AND DEPRESS <ESC>		
CUSTOMER ID	[W26L8F]	
DOCUMENT NUMBER	[W26L8F] [0330] [0002]	
	DODAAC YDDD SER.	

Figure 5.8-27. Turn-in Reversal/Adjustment Screen (AJK-813).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- b. Enter a six-position DODAAC and the cursor moves to the YDDD field.
- c. Enter a four-digit Julian date and the cursor moves to the SER. field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

d. Enter a four-digit serial number and press [ESC]. A series of messages is displayed. Then, the Turn-in Reversal/Adjustment Screen AJK-054 is displayed.

OR

e. When the turn-in document number you enter is for MREs or LRPs, the Turn-in Reversal/Adjustment Screen AJK-995 is displayed. See paragraph 5.8.1.3.5 for processing instructions.

NOTE: To interrupt processing throughout the Turn-in process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.6 for processing instructions.

5.8.2.5.1 Turn-in Reversal/Adjustment Screen AJK-054. Use this screen (fig. 5.8-28) to select the turn-in items you want to reverse. The document number, type customer account, NSN, item name, unit of issue, and quantity are displayed. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REVERSAL IND field.

DATE: [20 Feb 92]		TURN-IN REVERSAL/ADJUSTMENT			AJK-054	
DOCUMENT NUMBER: [W26L8F03300002]		TYPE CUSTOMER ACCOUNT: [FRIS]				
SELECT TURN-IN ITEM(S) TO REVERSE AND DEPRESS <ESC>						
NSN	ITEM NAME	UI	QTY	REVERSAL IND		
[8905-00-209-5923]	[CHITTERLINGS FZN RAW] [LB]	[30]	[R]		
[8905-00-262-7274]	[TURKEY BNLS RAW] [LB]	[30]	[]		
[8905-00-177-5017]	[BEEF STEWING DICED] [LB]	[15]	[R]		
[]	[]] []	[]	[]		
[]	[]] []	[]	[]		
[]	[]] []	[]	[]		
[]	[]] []	[]	[]		
[]	[]] []	[]	[]		
[]	[]] []	[]	[]		
Enter 'R' to reverse or leave blank.						

Figure 5.8-28. Turn-in Reversal/Adjustment Screen (AJK-054).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the next item.
- b. To review and choose other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] to page forward and the [F4] key to page back.
- c. When you finish your entries, press [ESC]. The Turn-in Reversal/Adjustment Screen AJK-055 is displayed.

OR

- d. Press [ESC] with no entry and the Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.5.2 Turn-in Reversal/Adjustment Screen AJK-055. Use this screen (fig. 5.8-29) to enter new quantities for the items you select. The document number, type customer account, NSN, item name, unit of issue, and quantity are displayed. A data entry field is displayed for the new quantity. The cursor is positioned in the NEW QTY field.

DATE: [20 Feb 92]		TURN-IN REVERSAL/ADJUSTMENT		AJK-055	
DOCUMENT NUMBER: [W26L8F03300002]		TYPE CUSTOMER ACCOUNT: [FRIS]			
ENTER NEW TURN-IN QUANTITIES AND DEPRESS <ESC>					
					NEW
NSN	ITEM	NAME	UIQ	QTY	QTY
[8905-00-209-5923]	[CHITTERLINGS FZN RAW]	[LB]	[30]	[15]
[8905-00-177-5017]	[BEEF STEWING DICED]	[LB]	[15]	[10]
[]	[[]	[]	[]
[]	[[]	[]	[]
[]	[[]	[]	[]
[]	[[]	[]	[]
[]	[[]	[]	[]
[CONFIRM INDICATOR:] [C]					
Enter a 'C' to confirm or leave blank to continue entry and depress <ESC>					

Figure 5.8-29. Turn-in Reversal/Adjustment Screen (AJK-055).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Enter the new quantity and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ESC] with no entry and the following message is displayed: **NO TURN-IN ITEM SELECTED FOR REVERSAL/ADJUSTMENT**. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

NOTE: If you enter 0 in the NEW QTY field for any item, that item is completely reversed.

- c. To review and enter quantities for other items, use the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

- (1) Enter C to confirm and press [ESC]. The Turn-in Reversal/Adjustment Report (PCN AJK-VU1) is printed. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the NEW QTY field for the first item. You can enter new data.

5.8.2.6 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-30) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-30. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.

- d. Select EXIT and the system login screen is displayed.

5.8.2.7 Receipt Reversal Adjustment - BPA Option. To reverse a BPA receipt, select C from the Receipt Reversal/Adjustment Command Menu. The BPA Receipt Reversal/Adjustment Screen (fig. 5.8-31) is displayed. The cursor is positioned in the ORDER CALL NUMBER field.

DATE: 10 May 93	BPA RECEIPT REVERSAL/ADJUSTMENT	AJK-051
<div style="text-align: center; margin-top: 40px;">ORDER CALL NUMBER: 39</div> <div style="text-align: center; margin-top: 20px;">PIIN: DABT- 59-90-A-A043</div> <div style="text-align: center; margin-top: 20px;">MONTH RECEIVED: MAY</div> <div style="text-align: center; margin-top: 20px;">VRGC NUMBER: 11</div> <div style="text-align: center; margin-top: 40px;">WHEN FINISHED ENTERING DATA, DEPRESS <ESC></div>		

Figure 5.8-31. BPA Receipt Reversal/Adjustment Screen (AJK-051).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Complete the PIIN and press [ENTER]. The cursor moves to the MONTH RECEIVED field.
- c. Enter the receipt month and press [ENTER]. The cursor moves to the VRGC NUMBER field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

d. Enter a VRGC number and press [ESC]. The BPA Receipt Reversal/Adjustment Screen AJK-049 is displayed.

OR

e. Press [ENTER] and the cursor moves back to the ORDER CALL NUMBER field. You can correct your entries.

NOTE: To interrupt processing throughout the BPA Reversal/Adjustment process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.8 for processing instructions.

5.8.2.7.1 BPA Receipt Reversal/Adjustment Screen AJK-049. Use this screen (fig. 5.8-32) to select the BPA items you want to reverse. The PIIN and VRGC number are displayed. The receipt and transaction dates, NSN, item name, and quantity are displayed for each item. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REV IND field for the first item.

DATE: [10 May 93]		BPA RECEIPT REVERSAL/ADJUSTMENT			AJK-049	
PIIN: [DABT59-90-A-A043]				VRGC NUMBER: [11]		
SELECT RECEIPT ITEM(S) TO REVERSE AND DEPRESS <ESC>						
RECEIPT	TRANSACTION					REV
DATE	DATE	NSN	ITEM NAME	QTY		IND
[03 MAY 93]	[03 MAY 93]	[8950-01-223-8600]	[ANTIBROWNING AGENT 1 LB][6]		[R]
[03 MAY 93]	[03 MAY 93]	[8915-00-T27-8272]	[APPLESAUCE DIET #10 (KAH)][4]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[
Enter 'R' to reverse or leave blank.						

Figure 5.8-32. BPA Receipt Reversal/Adjustment Screen (AJK-049).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the next item.
- b. To review and select other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your entries, press [ESC]. The BPA Receipt Reversal/Adjustment Screen AJK-050 is displayed.

OR

- d. Press [ESC] with no entry. The Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.7.2 BPA Receipt Reversal/Adjustment Screen AJK-050. Use this screen (fig. 5.8-33) to change receipt quantities for BPA items you select. The PIIN and VRGC number are displayed. The NSN, item name, unit of issue, and quantity are displayed for each item. A data entry field is displayed for the new quantity. The cursor is positioned in the NEW QTY field for the first item.

DATE: [10 May 93]		BPA RECEIPT REVERSAL/ADJUSTMENT		AJK-050	
PIIN: [DABT59-90-A-A043]			VRGC NUMBER: [11]		
ENTER NEW RECEIPT QUANTITIES AND DEPRESS <ESC>					
NSN	ITEM NAME	U/	QTY	NEW QTY	
[8950-01-223-8600]	[ANTIBROWNING AGENT 1 LB] [JR]	[6]	[3]	
[8940-00-T44-1629]	[BURRITOS BEEF & BEAN] [CS]	[3]	[2]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank to cancel reversal and depress <ESC>					

Figure 5.8-33. BPA Receipt Reversal/Adjustment Screen (AJK-050).

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. The new quantity you enter can't be greater than the original quantity. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- b. To review and enter quantities for other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

NOTE: If you enter 0 in the NEW QTY field for any item, that receipt is completely reversed.

- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - (1) Enter C to confirm and press [ESC]. The SF 36 - Corrected Receiving Report (PCN AJK-T74) is printed. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the NEW QTY field for the first item. You can enter new data.

5.8.2.8 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-34) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-34. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.2.9 Receipt Reversal Adjustment - Local Purchase Option. To reverse local purchase receipts, select D from the Receipt Reversal/Adjustment Command Menu. The Local Purchase Receipt Reversal/Adjustment Screen (fig. 5.8-35) is displayed. The cursor is positioned in the PIIN field.

DATE: [10 Mar 92]	LOCAL PURCHASE RECEIPT REVERSAL/ADJUSTMENT	AJK-052
PIIN:	DABT59-91-A-M095	
DOCUMENT NUMBER:	W26KQK20690003	
MONTH RECEIVED:	MAR	
VRGC NUMBER:	100	
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		

Figure 5.8-35. Receipt Reversal/Adjustment Screen (AJK-052).

- a. Complete the PIIN and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- b. Enter the eight-digit document number and press [ENTER]. The cursor moves to the MONTH RECEIVED field.
- c. Enter the receipt month and press [ENTER]. The cursor moves to the VRGC field.
- d. Enter the VRGC number and press [ESC]. The Local Purchase Receipt Reversal/Adjustment Screen AJK-047 is displayed.

OR

- e. Press [ENTER] and the cursor moves back to the PIIN field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

NOTE: To interrupt processing throughout the Local Purchase Reversal/Adjustment process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.10 for processing instructions.

5.8.2.9.1 Local Purchase Receipt Reversal/Adjustment Screen AJK-047. Use this screen (fig. 5.8-36) to select the local purchase items you want to reverse. The PIIN, VRGC number, and document number are displayed. The receipt and transaction dates, NSN, item name, and quantity are displayed for each item. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REV IND field for the first item.

DATE: [10 Mar 92]		LOCAL PURCHASE RECEIPT REVERSAL/ADJUSTMENT			AJK-047	
PIIN: [DABT5991AM095]		VRGC NUMBER: [100]		DOCUMENT NUMBER: [W26QKQ20690003]		
SELECT RECEIPT ITEM(S) TO REVERSE AND DEPRESS <ESC>						
RECEIPT DATE	TRANSACTION DATE	NSN	ITEM NAME	QTY	REV IND	
[10 MAR 92]	[10 MAR 92]	[8905-00-080-5325]	[KNOCKWURST] [250]	[R]	
[10 MAR 92]	[10 MAR 92]	[8905-00-080-5805]	[POLISH SAUSAGE] [150]	[R]	
[]	[]]	[]	
[]	[]]	[]	
[]	[]]	[]	
[]	[]]	[]	
[]	[]]	[]	
[]	[]]	[]	
[]	[]]	[]	
[]	[]]	[]	

Figure 5.8-36. Local Purchase Receipt Reversal/Adjustment Screen (AJK-047).

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the next item.
- b. To review and select other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. When you finish your entries, press [ESC]. The Local Purchase Receipt Reversal/Adjustment Screen AJK-048 is displayed.

OR

d. Press [ESC] with no entry. The Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.9.2 Local Purchase Receipt Reversal/Adjustment Screen AJK-048. Use this screen (fig. 5.8-37) to adjust quantities for local purchase receipts you select. The cursor is positioned in the NEW QTY field for the first item.

DATE: [10 Mar 92]		LOCAL PURCHASE RECEIPT REVERSAL/ADJUSTMENT			AJK-048	
PIIN: [DABT5991AM095]		VRGC NUMBER: [100]		DOCUMENT NUMBER: [W26QKQ20690003]		
ENTER NEW RECEIPT QUANTITIES AND DEPRESS <ESC>						
NSN	ITEM NAME	U/I	QTY	NEW QTY		
[8905-00-080-5325]	[KNOCKWURST]	[JR]	[250]	[150]	
[8905-00-080-5805]	[POLISH SAUSAGE]	[LB]	[150]	[50]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	

Figure 5.8-37. Local Purchase Receipt Reversal/Adjustment Screen (AJK-813).

- a. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- b. To review and enter quantities for other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

NOTE: If you enter 0 in the NEW QTY field for any item, that receipt is completely reversed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

d. Press [ESC] with no entry and the cursor moves back to the NEW QTY field for the first item. You can enter new data.

(1) Enter C to confirm and press [ESC]. The SF 36 - Local Purchase Receiving Report - Corrected (PCN AJK-VX1) is printed. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

OR

(2) Press [ESC] with no entry and the Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.10 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-38) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-38. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.8.2.11 Outputs.

a. The SF 36 - Local Purchase Receiving Report - Corrected (PCN AJK-VX1), the Turn-in Reversal/Adjustment Report (PCN AJK-VU1), the Receipt Reversal Report (PCN AJK-VTI), and the SF 36 - Corrected Receiving Report (PCN AJK-T74) are printed during this process. See appendix C for examples of these reports.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.8.3 Inventory Adjustment Process. Use this process to adjust MIF balances on hand any time during the accounting period. You can also use it after a physical inventory is complete and the final report is printed.

5.8.3.1 Processing Restrictions. None.

5.8.3.2 Processing Materials. The Master Item File Report (PCN AJK-MIF) gives you the necessary information for items that you want to adjust.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.3.3 Inventory Adjustments - Enter Items Screen AJK-837. To adjust inventory balances, select C from the Reversal/Adjustment Command Menu. The Inventory Adjustments - Enter Items Screen is displayed. Use this screen (fig. 5.8-39) to enter TIINs for the items you want to adjust. The cursor is positioned in the TIIN field.

DATE: [10 Mar 92]	INVENTORY ADJUSTMENTS	AJK-837
ENTER ITEMS		
WHEN FINISHED ENTERING DATA DEPRESS <ESC>.		
TIIN	ITEM NAME	BALANCE ON HAND
000-0137	SAUCE STEAK 5-10 OZ	844
616-0228	PIE FILLING PEACH #10	150
149-1355	PORK HOCKS FZN SMKD	255
149-1094	MEALS READY TO EAT (MRE)	600
DEPRESS ENTER TO ENTER ANOTHER TIIN		

Figure 5.8-39. Inventory Adjustments - Enter Items Screen (AJK-837).

- a. Enter the TIIN for an item you want to adjust, and press [ENTER].
- b. The TIIN is validated and the item name and balance on hand quantity are displayed.
- c. When you finish your entries, press [ESC]. The Inventory Adjustments - Enter Adjustments Screen AJK-838 is displayed.

OR

- d. Press [ESC] with no entry and the Reversal/Adjustment Command Menu is displayed.

NOTE: To interrupt processing throughout the Inventory Adjustments process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.3.6 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.3.4 Inventory Adjustments - Enter Adjustments Screen AJK-838. Use this screen (fig. 5.8-40) to enter the correct balance on hand for items you select. The NSN/MCN, item name, and original balance on hand are displayed for each item. A data entry field is displayed for the new balance on hand. Seven items can be displayed at a time. The cursor is positioned in the NEW BOH field for the first item.

DATE: [10 Mar 92]		INVENTORY ADJUSTMENTS		AJK-838
ENTER ADJUSTMENTS				
WHEN FINISHED ENTERING DATA DEPRESS <ESC>.				
	NSN/MCN	ITEM NAME	ORIGINAL BOH	NEW BOH
	8905-00-000-0137	SAUCE STEAK 5-10 OZ	844	843
	8940-00-616-0228	PIE FILLING PEACH #10	150	156
	8905-00-149-1355	PORK HOCKS FZN SMKD	255	350
	8970-00-149-1094	MEALS READY TO EAT (MRE)	600	550
ENTER 'C' HERE (C) AND DEPRESS <ESC> TO CONFIRM DATA OR DEPRESS <ESC>				

Figure 5.8-40. Inventory Adjustments - Enter Adjustments Screen (AJK-838).

- a. Enter the new balance on hand and press [ENTER]. The cursor moves to the next item.
- b. To review and adjust other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter C to confirm and press [ESC]. The MIF files are updated and the Reversal/Adjustment Command Menu is displayed.

OR

(2) Press [ESC] with no entry and the Process Options Ring Menu is displayed.

5.8.3.5 Process Options Ring Menu. Use this ring menu (fig. 5.8-41) to continue processing, adjust TIINs, start over, return to the Reversal/Adjustment Command Menu, or exit processing.

PROCESS OPTIONS: CONTINUE ADJUST TIINs START OVER DISCARD & RETURN EXIT
CONTINUE NORMAL PROCESSING ON THIS SCREEN

Figure 5.8-41. Process Options Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select ADJUST TIINs and the Inventory Adjustments - Enter Items Screen AJK-838 is displayed. You can correct your entries.
- c. Select START OVER and you can begin this process again.
- d. Select DISCARD & RETURN and the Reversal/Adjustment Command Menu is displayed. No inventory adjustments are made.
- e. Select EXIT and the system login screen is displayed.

5.8.3.6 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-42) to continue processing, start over, return to the Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
IGNORE INTERRUPT AND CONTINUE NORMAL PROCESSING ON THIS SCREEN

Figure 5.8-42. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you begin this process again.
- c. Select DISCARD & RETURN and the Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.8.3.7 Outputs.

a. The Inventory Adjustment Report (PCN AJK-VN1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 03

5.8.4 Transfers Process.

a. Use the Transfers process to adjust or reverse quantities for items transferred in or out of the TISA. This process contains two subprocesses and two exit options:

- (1) Transfer Out (para 5.8.4.1).
- (2) Transfer In (para 5.8.4.2).

b. To review the subprocesses in Transfers, select D from the Reversal/Adjustment Command Menu.

c. The Transfer Reversal/Adjustment Command Menu (fig. 5.8-43) is displayed.

TRANSFER REVERSAL/ADJUSTMENT COMMAND MENU: A B R X		
TRANSFER OUT		
DATE: 14 SEP 92	TRANSFER REVERSAL/ADJUSTMENT COMMAND MENU	AJK-988
OPTION CODE	DESCRIPTION	
A -	TRANSFER OUT	
B -	TRANSFER IN	
R -	RETURN TO REVERSAL/ADJUSTMENT COMMAND MENU	
X -	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE.		

Figure 5.8-43. Transfer Reversal/Adjustment Command Menu Screen (AJK-988).

5.8.4.1 Transfer Out Subprocess. Use this subprocess to adjust quantities or reverse items transferred to another TISA.

5.8.4.1.1 Processing Restrictions. None.

5.8.4.1.2 Processing Materials. Use the Transfer to Another TISA Report (PCN AJK-1W1) to complete this process. See paragraph 5.9.1 for processing instructions to print this report.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.4.1.3 Transfer Reversal/Adjustment Screen AJK-990 - Transfer Out. To adjust quantities or reverse items transferred to another TISA, select A from the Transfer Reversal/Adjustment Command Menu. The Transfer Reversal/Adjustment Screen (fig. 5.8-44) is displayed. The cursor is positioned in the DOCUMENT NUMBER DODAAC field. The TISA DODAAC is displayed.

[TRANSFER REVERSAL/ADJUSTMENT]
DATE: [14 Sep 92]		AJK-990
ENTER THE DOCUMENT NUMBER AND SUPPLEMENTARY ADDRESS AND DEPRESS <ESC>		
DOCUMENT NUMBER	[W26QKQ] [2258] [0006]	
	DODAAC YDDD SER.	
SUPPLEMENTARY ADDRESS [W26QKQ]		

Figure 5.8-44. Transfer Reversal/Adjustment Screen (AJK-990) - Transfer Out.

NOTE: To interrupt processing throughout the Transfers process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.4.1.5 for processing instructions.

a. Use the Transfer to Another TISA Report (PCN AJK-1W1) to complete the following entries:

(1) Enter the TISA DODAAC and the cursor moves to the YDDD field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the YDDD field.

b. Enter the four-digit Julian date and the cursor moves to the SER. field.

c. Enter the four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The Transfer Reversal/Adjustment Screen AJK-991 is displayed. See paragraph 5.8.4.1.4 for processing instructions.

OR

(2) Press [ENTER] and the cursor moves back to the DOCUMENT NUMBER DODAAC field. You can enter new data.

5.8.4.1.4 Transfer Reversal/Adjustment Screen AJK-991 - Transfer Out. Use this screen (fig. 5.8-45) to adjust quantities or reverse items transferred to another TISA. The NSN, unit of issue, and quantity are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the NEW QTY field for the first item.

[]
DATE: [14 Sep 92]		TRANSFER REVERSAL/ADJUSTMENT			AJK-991
DOCUMENT NUMBER: [W26QKQ22580006]		SUPPLEMENTARY ADDRESS: [W26QKQ]			
NSN	ITEM NAME	UI	QTY	NEW QTY	
[8950-00-000-0137]	[SAUCE STEAK 5-10 OZ] [BT]	[800]	[900]	
[8950-00-000-0137]	[SAUCE STEAK 5-10 OZ] [BT]	[500]	[0]	
[8910-00-139-6707]	[MILK DRY NONFAT 4 LB] [BX]	[250]	[100]	
[8905-00-127-8474]	[FISH HADDOCK FILLET] [LB]	[150]	[]	
[8905-00-209-5923]	[CHITTERLINGS FZN RAW] [LB]	[96]	[48]	
[8920-00-823-7227]	[CAKE MIX WHITE #10] [CN]	[48]	[96]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.					

Figure 5.8-45. Transfer Reversal/Adjustment Screen (AJK-991) - Transfer Out.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. To adjust a quantity, enter a new one and press [ENTER].

OR

- b. To reverse the total quantity, enter 0 in the NEW QTY field.

OR

- c. To skip an item, press [ENTER] with no entry.

- d. Repeat steps a thru c to adjust quantities or reverse other items.

- e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) To confirm your entries, enter C and press [ESC]. The Transfer Reversal/Adjustment Report - Transfer Out (PCN AJK-1R1) is printed. Then, the Transfer Reversal/Adjustment Command Menu is displayed.

OR

(2) To end processing, press [ESC] with no entry. The Transfer Reversal/Adjustment Command Menu is displayed.

5.8.4.1.5 Process Interrupt Ring Menu. Use this ring menu (5.8-46) to continue processing, start over, return to the Transfer Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN eXit
IGNORE INTERRUPT AND CONTINUE NORMAL PROCESSING ON THIS SCREEN

Figure 5.8-46. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen. The cursor moves back to the last data entry field you complete.

- b. Select START OVER and you can begin this process again.

- c. Select DISCARD & RETURN and the Transfer Reversal/Adjustment Command Menu is displayed.

- d. Select eXit and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.8.4.1.6 Outputs.

a. The Transfer Reversal/Adjustment Report - Transfer Out (PCN AJK-1R1) is printed during this subprocess.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.
For example:

COFF: 30 Sep 01 DEST: Oct 03

5.8.4.2 Transfer In Subprocess. Use this subprocess to adjust or reverse quantities for items received from another TISA.

5.8.4.2.1 Processing Restrictions. None.

5.8.4.2.2 Processing Materials. Use the Transfer From Another TISA Report (PCN AJK-1W1) to complete this process. See paragraph 5.9.2 for instructions to print this report.

5.8.4.2.3 Transfer Reversal/Adjustment Screen AJK-990 - Transfer In. To adjust quantities or reverse items received from another TISA, select B from the Transfer Reversal/Adjustment Command Menu. The Transfer Reversal/Adjustment Screen (fig. 5.8-47) is displayed. The cursor is positioned in the DOCUMENT NUMBER DODAAC field. The TISA DODAAC is displayed.

[]						
DATE: [14 Sep 92]	TRANSFER REVERSAL/ADJUSTMENT	AJK-990							
<p style="text-align: center;">ENTER THE DOCUMENT NUMBER AND SUPPLEMENTARY ADDRESS AND DEPRESS <ESC></p> <table style="width: 100%; margin-top: 20px;"><tr><td style="width: 50%;">DOCUMENT NUMBER</td><td style="width: 50%;">[W26QKQ] [2258] [0007]</td></tr><tr><td></td><td>DODAAC YDDD SER.</td></tr><tr><td>SUPPLEMENTARY ADDRESS</td><td>[W26QKQ]</td></tr></table>				DOCUMENT NUMBER	[W26QKQ] [2258] [0007]		DODAAC YDDD SER.	SUPPLEMENTARY ADDRESS	[W26QKQ]
DOCUMENT NUMBER	[W26QKQ] [2258] [0007]								
	DODAAC YDDD SER.								
SUPPLEMENTARY ADDRESS	[W26QKQ]								

Figure 5.8-47. Transfer Reversal/Adjustment Screen (AJK-990) - Transfer In.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

a. Use the Transfer From Another TISA Report (PCN AJK-1W1) to complete the following entries:

(1) Enter the TISA DODAAC and the cursor moves to the YDDD field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the YDDD field.

b. Enter the four-digit Julian date and the cursor moves to the SER. field.

c. Enter the four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.

(1) Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The Transfer Reversal/Adjustment Screen AJK-991 is displayed. See paragraph 5.8.4.2.4 for processing instructions.

OR

(2) Press [ENTER] and the cursor moves back to the DOCUMENT NUMBER DODAAC field. You can enter new data.

AIS Manual 25-L37-AJK-ATT-EM-1 1 July 2001

5.8.4.2.4 Transfer Reversal/Adjustment Screen AJK-991 - Transfer In. Use this screen (fig. 5.8-48) to adjust quantities or reverse items received from another TISA. The NSN, unit of issue, and quantity are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the NEW QTY field for the first item.

[]	
DATE: [14 Sep 92]		TRANSFER REVERSAL/ADJUSTMENT		AJK-991	
DOCUMENT NUMBER: [W26QKQ22580007]		SUPPLEMENTARY ADDRESS: [W26QKQ]			
NSN	ITEM NAME	UI	QTY	NEW QTY	
[8950-00-489-0546]	[PEPPERS JALAPENO #10]] [CN] [36]	[24]
[8915-00-007-5309]	[PEAS BLACK EYE #10]] [CN] [36]	[48]
[8915-00-127-9282]	[PEAS GREEN #10]] [CN] [48]	[]
[8915-00-127-8892]	[POTATOES SWT #2 1/2]] [CN] [96]	[48]
[8915-00-133-5903]	[POTATOES INSTANT #10]] [CN] [24]	[0]
[8915-00-582-4060]	[TOMATOES #10]] [CN] [96]	[]
[]] [] []	[]
[]] [] []	[]
[]] [] []	[]
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.					

Figure 5.8-48. Transfer Reversal/Adjustment Screen (AJK-991) - Transfer In.

a. To adjust a quantity, enter a new one and press [ENTER].

OR

b. To reverse the total quantity, enter 0 in the NEW QTY field.

OR

c. To skip an item, press [ENTER] with no entry.

d. Repeat steps a thru c to adjust quantities or reverse other items.

e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) To confirm your entries, enter C and press [ESC]. The Transfer Reversal/Adjustment Report - Transfer In (PCN AJK- 1R1) is printed. Then, the Transfer Reversal/Adjustment Command Menu is displayed.

OR

(2) To end processing, press [ESC] with no entry. The Transfer Reversal/Adjustment Command Menu is displayed.

5.8.4.2.5 Outputs.

a. The Transfer Reversal/Adjustment Report - Transfer In (PCN AJK-1R1) is printed during this subprocess.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.
For example:

COFF: 30 Sep 01 DEST: Oct 03

5.9 Transfers Subfunction.

a. Use this subfunction to account for subsistence you transfer to or receive from another TISA. You can also use this subfunction to monitor and record subsistence transfers between dining facilities. This subfunction contains three processes and two exit options:

(1) Transfer to Another TISA (para 5.9.1).

(2) Transfer From Another TISA (para 5.9.2).

(3) Transfer From DF to DF (5.9.3).

b. To review the processes in Transfers, select H from the Stock Accounting Command Menu.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

c. The Transfers Command Menu (fig. 5.9-1) is displayed.

TRANSFERS: A B C R X		
Transfer to Another TISA		
[
DATE: [24 AUG 92]	TRANSFERS COMMAND MENU	AJK-642
]		
OPTION CODE	DESCRIPTION	
A	TRANSFER TO ANOTHER TISA	
B	TRANSFER FROM ANOTHER TISA	
C	TRANSFER FROM DF TO DF	
R	RETURN TO STOCK ACCOUNTING COMMAND MENU	
X	EXIT TISA PROCESSING	
ENTER THE DESIRED OPTION CODE HERE: [A]		

Figure 5.9-1. Transfers Command Menu Screen (AJK-642).

5.9.1 Transfer to Another TISA Process. Use this process to transfer subsistence to another TISA, and adjust the MIF balances on hand.

5.9.1.1 Processing Restrictions. None.

5.9.1.2 Processing Materials. Use the DA Form 3161 (Request for Issue or Turn-in) containing the list of transfer items.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.9.1.3 TISA Transfers - Transfer to Another TISA Screen AJK-643. To create a subsistence transfer to another TISA, select A from the Transfers Command Menu. The Transfer to Another TISA Screen (fig. 5.9-2) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 14 Sep 92		TISA TRANSFERS		AJK-643	
TRANSFER TO ANOTHER TISA					
DOCUMENT NUMBER: W26QKQ 2258 0006		SUPPLEMENTARY ADDRESS: W26QKQ			
TIIN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
000-0137	SAUCE STEAK 5-10 OZ	BT	\$0.42	500	210.00
139-6707	MILK DRY NONFAT 4 LB	BX	\$5.08	250	1270.00
127-8474	FISH HADDOCK FILLET	LB	\$3.90	150	585.00
209-5923	CHITTERLINGS FZN RAW	LB	\$0.54	96	51.84
823-7227	CAKE MIX WHITE #10	CN	\$3.32	48	159.36
Grand Total Extended Price					2276.20
CONFIRM INDICATOR: C					
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL AND DEPRESS <ESCAPE>					

Figure 5.9-2. TISA Transfers - Transfer to Another TISA Screen (AJK-643).

NOTE: To interrupt processing throughout the Transfers process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.9.2.4 for processing instructions.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

- a. Enter the TISA DODAAC and the cursor moves to the JULIAN DATE field.

OR

- b. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field.
- c. Enter a four-digit Julian date and the cursor moves to the SERIAL NUMBER field.
- d. Enter a four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.
- e. Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The cursor moves to the TIIN field.
- f. Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QTY field.
- (1) The item name, unit of issue, and unit price are displayed.
 - (2) Enter a quantity and press [ENTER]. The extended and grand total extended prices are displayed.
 - (3) The cursor moves to the next TIIN field.
 - (4) Repeat these steps to add more items.
- g. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- (1) To confirm your entries, enter C and press [ESC]. The Transfer to Another TISA DA Form 3161 Facsimile Report (PCN AJK-1W1) is printed. Then, the Process Another Transfer Ring Menu (fig. 5.9-3) is displayed.

OR

- (2) To end processing, press [ESC] with no entry. The Process Another Transfer Ring Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.9.1.4 Process Another Transfer Ring Menu. Use this ring menu (fig. 5.9-3) to create another transfer, return to the Transfers Command Menu, or exit processing.

PROCESS ANOTHER TRANSFER: PROCESS RETURN EXIT
Process Another Transfer

Figure 5.9-3. Process Another Transfer Ring Menu.

- a. Select PROCESS and you can create another TISA transfer. The Transfer to/From Another TISA Screen is displayed.
- b. Select RETURN and the Transfers Command Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

5.9.1.5 Outputs.

- a. The Transfer to Another TISA DA Form 3161 Facsimile Report (PCN AJK-1W1) is printed during this process.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.

For example:

COFF: 30 Sep 01 DEST: Oct 03

5.9.2 Transfer From Another TISA Process. Use this process to transfer subsistence from another TISA, and adjust the MIF balances on hand.

5.9.2.1 Processing Restrictions. None.

5.9.2.2 Processing Materials. Use the DA Form 3161 (Request for Issue or Turn-in) containing the list of transfer items.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.9.2.3 TISA Transfers - Transfer From Another TISA Screen AJK-643. To create a subsistence transfer from another TISA, select B from the Transfers Command Menu. The Transfer From Another TISA Screen (fig. 5.9-4) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 14 Sep 92		TISA TRANSFERS			AJK-643
TRANSFER FROM ANOTHER TISA					
DOCUMENT NUMBER:		W26QKQ 2258 0007	SUPPLEMENTARY ADDRESS:		W26QKQ
TIIN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
007-5309	PEAS BLACKEYE #10	CN	\$1.67	36	60.12
127-9282	PEAS GREEN #10	CN	\$2.40	48	115.20
127-8892	POTATOES SWT #2 1/2	CN	\$0.71	96	68.16
133-5903	POTATOES INSTANT #10	CN	\$4.82	24	115.68
582-4060	TOMATOES #10	CN	\$2.44	96	234.24
Grand Total Extended Price					705.00
CONFIRM INDICATOR: C					
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL AND DEPRESS <ESCAPE>					

Figure 5.9-4. TISA Transfers - Transfer From Another TISA Screen (AJK-643).

- a. Enter the TISA DODAAC and the cursor moves to the JULIAN DATE field.
- b. Enter the four-digit Julian date and the cursor moves to the SERIAL NUMBER field.
- c. Enter the four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.
- d. Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The cursor moves to the TIIN field.
- e. Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QTY field.
 - (1) The item name, unit of issue, and unit price are displayed.

(2) Enter a quantity and press [ENTER]. The extended and grand total extended prices are displayed.

(3) The cursor moves to the next TIIN field.

(4) Repeat these steps to add more items.

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) To confirm your entries, enter C and press [ESC]. The Transfer From Another TISA Report (PCN AJK-1W1) is printed. Then, the Process Another Transfer Ring Menu is displayed. See paragraph 5.9.1.4 for processing instructions.

OR

(2) To end processing, press [ESC] with no entry. The Process Another Transfer Ring Menu is displayed.

5.9.2.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.9-5) to continue processing, start over, return to the Transfers Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.9-5. Process Interrupt Ring Menu

a. Select CONTINUE and you can continue processing on the same screen. The cursor moves back to the last data entry field you complete.

b. Select START OVER and you can begin this process again.

c. Select DISCARD & RETURN and the Transfers Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.9.2.5 Outputs.

a. The Transfer From Another TISA DA Form 3161 Facsimile Report (PCN AJK-1W1) is printed during this process. See appendix C for an example of this report.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.
For example:

COFF: 30 Sep 01 DEST: Oct 03.

5.9.3 Transfer From DF to DF Process. Use this process to monitor and record the transfer of subsistence items from one dining facility to another. This process also adjusts the accounts and inventory balances for both dining facilities.

5.9.3.1 Processing Restrictions. None.

5.9.3.2 Processing Materials. For more information, use the following materials:

a. On-line customer transfer numbers and items are passed to TISA during the End of Day Batch process (para. 11.3). The DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report (PCN AJK-1F1) lists the number of transaction errors received. The DFO is responsible for giving TISA a signed copy of the Dining Facility to Dining Facility Transfer Report (PCN AJK-466). Based on a pending regulatory change in AR 30-1, the dining facility is not required to get approval from the IFA before sending the transfer to TISA.

b. Off-line to on-line or off-line to off-line customer transfers can be created at the TISA. You can also create on-line customer transfers (if necessary) at the TISA. These customers must have a DA Form 3161 (Request for Issue or Turn-in) to go with the transfer items and give TISA a signed copy.

NOTE: This process is NOT to be used to transfer items between different appropriations, because no reimbursement transactions are created.

AIS Manual 25-L37-AJK-ATT-EM-1

1 July 2001

5.9.3.3 DF to DF Transfer of Subsistence Screen AJK-680. To begin processing a DF to DF transfer, select C from the Transfers Command Menu. The DF to DF Transfer of Subsistence Screen (fig. 5.9-6) is displayed. The cursor is positioned in the CUSTOMER ID field.

```
[
DATE:  [24 Jun 90]          DINING FACILITY ACCOUNT          AJK-680
                                DF TO DF TRANSFER OF SUBSISTENCE

                                ENTER THE FOLLOWING

                                CUSTOMER ID:          [W26L77]
                                TRANSFER NO:          [019]
                                TRANSFER DATE:        [24 Jun 90]
                                                DD MMM YY

                                TRANSFER TO:          [YDF005]

                                [ ] DEPRESS ESCAPE WHEN ENTRY IS COMPLETE

Press the ESCAPE key when entry is complete.]
```

Figure 5.9-6. DF to DF Transfer of Subsistence Screen (AJK-680).

- a. Enter a customer identification (ID) code for the dining facility that creates the transfer and press [ENTER]. The cursor moves to the TRANSFER NO field.
- b. Enter the transfer number and press [ENTER]. The cursor moves to the TRANSFER DATE field.
- c. Enter the date in dd mmmyy format and press [ENTER].

(1) When the transfer is created at TISA between off-line to on-line or off-line to off-line customers, a message is displayed: **No Transfer Record Found.** Then, the Enter Transfer Ring Menu is displayed at the top of the DF to DF Transfer of Subsistence Screen AJK-680. See paragraph 5.9.3.4 for processing instructions.

OR

(2) When the transfer is created between on-line customers and passed to TISA, the DF to DF Transfer of Subsistence Screen AJK-681 is displayed. See paragraph 5.9.3.5.2 for processing instructions.

5.9.3.4 Enter Transfer Ring Menu. Use this ring menu (fig. 5.9-7) to enter your customer ID data, change previous entries, return to the Transfers Command Menu, or exit processing.

ENTER TRANSFER: Enter Change Return eXit Enter transfer data for customer.
--

Figure 5.9-7. Enter Transfer Ring Menu

- a. Select Enter and the cursor moves to the TRANSFER TO field. Enter the customer ID of the receiving facility and press [ESC]. The DF to DF Transfer of Subsistence Screen AJK-681 is displayed. See paragraph 5.9.3.5.1 for processing instructions.
- b. Select Change and the cursor moves to the CUSTOMER ID field. You can correct your entries.
- c. Select Return and the Transfers Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

d. When you finish your entries, press [ESC]. The cursor moves to the CONFIRM field.

(1) Enter Y and press [ESC] to confirm your entries. Then, you can begin entering semiperishable items. Repeat steps a and b until you finish adding these items.

OR

(2) Enter N and press [ESC] to change your entries. The cursor moves back to the first item in the TIIN field. You can correct your entries.

e. When you finish your entries for semiperishable items, press [ESC]. The cursor moves to the CONFIRM field.

(1) Enter Y and press [ESC]. The following message is displayed: **Updating database. Please wait.** Then, the Repeat Processing Ring Menu is displayed. See paragraph 5.9.3.7 for processing instructions.

OR

(2) Enter N and press [ESC] to change your entries. The cursor moves back to the first item in the TIIN field. You can correct your entries.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.9.3.5.2 Processing Transfers Sent Through the System. When you are processing transfers sent through the system, the following information is displayed on Screen AJK-681 (fig.5.9-9):

a. Transfer number, transfer from customer ID code, customer to and from names, transfer date, and transfer to customer ID code.

b. Perishable items are displayed first. Then, the TIIN, item name, unit of issue, unit price, quantity, extended, and grand total extended prices are displayed. Four items can be displayed at a time. When there are no perishable items on the transfer, a message is displayed: **Press [ESC] to display semiperishables.**

c. Use the Dining Facility to Dining Facility Transfer Report (PCN AJK-466) to review and adjust the items displayed. The cursor is positioned in the TIIN field for the first item.

DATE: 24 Jun 90		DINING FACILITY ACCOUNT		AJK-681	
DF TO DF TRANSFER OF SUBSISTENCE					
PERISHABLE					
TRANSFER NUMBER: 002		TRANSFER DATE: 16 Jun 90			
TRANSFER FROM CUST ID: P3700		TRANSFER TO CUST ID: P9300			
NAME: 167TH QM BN ACTIVE ARMY		NAME: 224TH AVN BN			
		UNIT		EXTENDED	
TIIN	ITEM NAME	UI	PRICE	QTY	PRICE
262-7274	TURKEY BNLS RAW	LB	\$1.51	20	\$30.20
043-3198	EGGS SHELL DOM	DZ	\$0.66	48	\$31.68
126-4062	PORK BUTT FZN SHOULDER	LB	\$1.40	49	\$68.60
616-0078	MARGARINE PRINTS 1 LB	LB	\$0.33	15	\$4.95
Grand Total Extended Price					\$235.83
ENTER Y TO CONFIRM OR N TO CHANGE ENTRIES. Y					
DEPRESS ESCAPE WHEN ENTRY IS COMPLETE					

Figure 5.9-9. DF to DF Transfer of Subsistence Screen (AJK-681) - Processing Transfers Sent Through the System.

d. Use the [ENTER] or ARROW keys to scroll forward and back through the transfer by item.

e. To change a quantity for an item, use the [ENTER] or [RIGHT ARROW] key [→] to move the cursor to the QTY field. Enter a new quantity over the old and press [ENTER]. The extended and grand total prices are adjusted.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

(1) Use the [ENTER] or ARROW keys to move up and down the QTY field to choose the quantity you want to change. Enter the change and press [ENTER]. The cursor moves to the next TIIN field. Repeat this step to change other quantities.

(2) To cancel an item, enter zero in the QTY field for that item. Press [ENTER] and the dollar value in the EXTENDED PRICE field is set to zero. The grand total is also adjusted.

f. To add an item, move the cursor to the last TIIN and press [ENTER]. A space is created to add another item.

(1) Enter a TIIN from the Master Item File Report (PCN AJK-MIF) and press [ENTER]. The TIIN you enter must be in the same commodity group as the items being transferred (e.g., perishable or semiperishable). The item name, unit of issue, and unit price are displayed. The cursor moves to the QTY field.

(2) Enter a quantity and press [ENTER]. The extended price is displayed and the cursor moves to the next TIIN field.

(3) Repeat steps (1) and (2) above to add more items to the transfer.

g. When you finish your changes, press [ESC]. The CONFIRM field is displayed.

(1) To confirm your entries, enter Y and press [ESC].

(a) When a transfer contains one commodity group, a message is displayed: **Updating database. Please wait.** Then, the Repeat Processing Ring Menu is displayed. See paragraph 5.9.3.7 for processing instructions.

OR

(b) When a transfer contains both commodity groups, the semiperishables are displayed. Repeat steps d thru g to process these items.

OR

(2) To change your entries, enter N and press [ESC]. The cursor moves back to the first TIIN field. See steps d thru f to make more changes.

5.9.3.6 Interrupt Ring Menu. Use this ring menu (fig. 5.9-10) to continue processing, restart the process, return to the Transfers Command Menu, or exit processing.

INTERRUPT: Continue Restart Discard & Return eXit
Continue inout on the current screen.

Figure 5.9-10. Interrupt Ring Menu.

- a. Select Continue and the cursor moves back to the last data entry field you completed.
- b. Select Restart and you can restart the process.
- c. Select Discard & return and the Transfers Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

5.9.3.7 Repeat Processing Ring Menu. Use this ring menu (fig. 5.9-11) when you finish processing a DF to DF transfer. You can restart this process or exit to the Transfers Command Menu.

REPEAT THE PROCESS: Yes No
Process another DF to DF Transfer.

Figure 5.9-11. Repeat Processing Ring Menu.

- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another DF to DF transfer.

OR

- c. Select No and the Transfers Command Menu is displayed.

AIS Manual 25-L37-AJK-ATT-EM-1
1 July 2001

5.9.3.8 Outputs.

a. The DA Form 3161 Facsimile - DF to DF Transfer Report (PCN AJK-1B1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.

For example:

COFF: 30 Sep 01 DEST: Oct 03.